

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees and union representatives are entitled to review copies of the actual plan description upon advanced request.
4. The Department shall provide an employee health services program that provide treatment, counseling and prevention health programs for the treatment of alcoholism, drug dependence and mental illness, consistent with its obligations under D.C. Official Code Section 1-620.07 (2001 Ed.)

SECTION C: OPTICAL AND DENTAL

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.
2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Unit 13 Representatives notice of the proposed additions.

SECTION D: SHORT-TERM DISABILITY INSURANCE PROGRAM

Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short-Term Disability Insurance Program, which provides for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

SECTION E: ANNUAL LEAVE

1. In accordance with D.C. Official Code §1-612.03, full-time employees covered by the terms of this agreement are entitled to:
 - (a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);
 - (b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and

- one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,
- (c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).
2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.
 3. Employees shall be eligible to use annual leave in accordance with the District Personnel Manual (DPM).

SECTION F: SICK LEAVE

1. In accordance with the D.C. Official Code §1-612.03 (2001 Ed.) a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days per annum.
2. Part-time employees for whom there has been established in advance a regular tour of duty of a definite day or hour of any day during each administrative workweek of the biweekly pay period shall earn sick leave at the rate of one (1) hour for each twenty (20) hours of duty. Credit may not exceed four (4) hours of sick leave for 80 hours of duty in any pay period. There is no credit of leave for fractional parts of a biweekly pay period either at the beginning or end of an employee's period of service.

SECTION G: OTHER FORMS OF LEAVE

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in the D.C. Official Code §1-612.03(m) (2001 Ed.).
2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local Government to the extent provided in D.C. Official Code §1-612.03(l) (2001 Ed.).
3. **Funeral Leave:**
 - a. An employee is entitled to one (1) day of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or

memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

- b. For the purpose of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" as defined in D.C. Official Code § 32-701 (2001 ed.)), married same-sex individuals, and related laws and parents thereof, children (including adopted and foster children and children of whom the employee is legal guardians and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof. For the purposes of certification of leave, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate upon the Employer's request.
- c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n).

SECTION H: PRE-TAX BENEFITS

- 1. Employee contributions to benefits programs established pursuant to the D.C. Official Code §1-611.19, including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.
- 2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

SECTION I: RETIREMENT

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. 8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987 are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. **DEFINED CONTRIBUTION PENSION PLAN:** All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan. As prescribed by D.C. Official Code §1-626.09(c), after the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan; there is no employee contribution to the Defined Contribution Pension Plan. Employees shall vest pursuant to the vesting schedule established by law.
3. **DEFERRED COMPENSATION PROGRAM:** As prescribed by §1-626.05 and related Chapters of the D.C. Official Code, all District Government employees covered by this agreement shall be eligible to participate in the District's Deferred Compensation Program. The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees can choose from various fixed or variable investment options.

SECTION J: HOLIDAYS

1. As prescribed by the D.C. Official Code §1-612.02, the following legal public holidays are provided to all employees covered by this agreement:
 - (a) New Year's Day, January 1st of each year;
 - (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
 - (c) Washington's Birthday, the 3rd Monday in February of each year;
 - (d) Memorial Day, the last Monday in May of each year;
 - (e) Independence Day, July 4th of each year;
 - (f) Labor Day, the 1st Monday in September of each year;
 - (g) Columbus Day, the 2nd Monday in October of each year;
 - (h) Veterans Day, November 11th of each year;
 - (i) Thanksgiving Day, the 4th Thursday in November of each year;
 - (j) Christmas Day, December 25th of each year; and
 - (k) Emancipation Day.
2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

ARTICLE 13: ALTERNATIVE WORK SCHEDULES - ALTERNATIVE WORK SCHEDULE COMMITTEE

A joint labor-management committee shall be established to explore permanent shifts and alternative work schedule issues.

ARTICLE 14: ADMINISTRATIVE CLOSINGS

SECTION A:

1. Premium pay or leave due to an administrative closing will be paid and administered pursuant to the DPM, Section 1135.
2. Emergency employees required to work when all other District Government employees are released for administrative closings, in lieu of compensation, shall

earn administrative closing leave on an hour for hour basis for each hour worked during an administrative closing. A determination as to whether the employee receives administrative closing pay or administrative closing leave will be made by joint agreement between the employee and his/her supervisor.

SECTION B:

Each Department shall identify emergency positions. DCNA and each emergency employee shall be notified in writing of the emergency status of his/her position.

ARTICLE 15: BACK PAY

To the extent the authority to pay the award is delegated to the Agency, arbitration awards or settlement agreements shall be processed for payment within forty-five (45) days of receipt from the employee or the Union of necessary and relevant documentation, including documentation of interim earnings or other potential offsets.

ARTICLE 16: TERM & TEMPORARY EMPLOYEES

The District recognizes that agencies and departments have extended many temporary and term employees' appointments to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the parties agree to the following:

1. Joint Labor-Management committees shall be established in each agency/program to identify temporary and term employees whose term or temporary appointment extend through six months after the effective date of this Agreement.
2. Each committee shall review all temporary and term appointment to determine whether each is consist with law. If an appointment is not consistent with law, the Employer and the Union shall meet to resolve the matter. Employees shall be converted to permanent appointments consistent with the D.C. Official Code.
3. The Employer shall convert bargaining unit temporary and term employees identified by the committees, who perform permanent services, are in a pay status as of six months after the effective date of this Agreement, and who are paid from appropriated funds, to the career service prior to the expiration of this Agreement.
4. Prior to the expiration of this Agreement and if not inconsistent with law, the Employer shall make every effort to convert bargaining unit temporary and term employees identified by the committees, who perform permanent services, are in

a pay status as of six months after the effective date of this Agreement, and who are paid through intra-District or federal grant funds, to the career service.

5. District agencies retain the authority to make term and temporary appointments as appropriate for seasonal and temporary work needs.

ARTICLE 17: EMPLOYEE EDUCATIONAL LOAN REPAYMENT REIMBURSEMENT PROGRAM

SECTION A:

Consistent with the application criteria, bargaining unit employees may apply to the District of Columbia Health Professional Loan Repayment Program. The Program will repay the cost of education necessary to obtain a health professional degree. The Program will pay toward the outstanding principal, interest, and related expense of federal, state or local government loans and commercial loans obtained by the employee for school tuition and required fees incurred by the employee and reasonable educational expenses.

SECTION B:

Under the guidelines of this program, bargaining unit employees may be eligible for up to \$66,000 over four years of service. Specifically, for each year of participation, the Program will repay loan amounts according to the following schedule:

1. First year of service, 18% of the total debt, up to \$11,800
2. Second year of service, 26% of the total debt, up to \$17,200
3. Third year of service, 28% of the total debt, up to \$18,500
4. Fourth year of service, 28% of the total debt, up to \$18,500

ARTICLE 18: EMPLOYEE METRO CARD INCENTIVE

Effective thirty days after the effective date of this Agreement, the Agency shall provide a \$25.00 monthly transit subsidy to each bargaining unit employee who uses Metro as a means of transportation to get to and from work.

ARTICLE 19: IMPROVED BENEFITS

SECTION A:

Any future legislation, ordinance or order which improves the benefits employees covered by this contract now receive shall not automatically be applied to such employees, but will be negotiated.

SECTION B:

If a similar action results in a reduction in benefits, the affected articles of the agreement shall be renegotiable at the option of DCNA.

Signed and executed this ____ day of _____, 2015.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

FOR THE UNION

Dean Aqui, Interim Director
Office of Labor Relations and
Collective Bargaining

Edward J. Smith, Esq.
Chief Negotiator
D.C. Nurses Association

Raymond Davidson, Interim Director
Child and Family Services Agency

Olubukunola Alao, President
D.C. Nurses Association

Dexter Starkes, Labor Liaison
Child and Family Services Agency

Adrian Crowe
Chief Shop Steward
D.C. Nurses Association

Roger A. Mitchell, Jr., Chief
Office of the Chief Medical Examiner

Patricia Brown
Shop Steward
D.C. Nurses Association

Beverly Fields, Labor Liaison
Office of the Chief Medical Examiner

Laura Nuss, Director
Department on Disability Services

Jessica Gray, Labor Liaison
Department on Disability Services

LaQuanda Nesbitt, Acting Director
Department of Health

Earl Murphy, Labor Liaison
Department of Health

Wayne M. Turnage, Director
Department of Health Care Finance

Portia Shorter, Labor Liaison
Department of Health Care Finance

Clinton Lacey, Director
Department of Youth Rehabilitation
Services

Adam Aljoburi, Labor Liaison
Department of Youth Rehabilitation
Services

APPROVAL

This collective bargaining agreement between the District of Columbia and District of Columbia Nurses Association, dated _____, 2015, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this ____ day of _____, 2015.

Muriel Bowser, Mayor

District of Columbia Salary Schedule: Comp Unit 13 (Union)



Fiscal Year: 2015 **Service Code Definition:** Registered Nurses
Effective Date: October 5, 2014 **Affected CBU/Service Code(s):** CAA A28
Union/Nonunion: Union **Occupational Series:** 0610
Pay Plan Schedule: DS/CS
Peoplesoft Schedule: DS0075
% Increase: 3.0%
Resolution Number:
Date of Resolution:

	Step 1 Entry	Step 2 1yr	Step 3 1yr	Step 4 1yr	Step 5 1yr	Step 6 2yrs	Step 7 2yrs	Step 8 2yrs	Step 9 2yrs	Step 10 2yrs	Classification
CS Grade 5	55,128	56,299	57,472	58,646	60,981	63,337	65,682	68,029	70,375	72,720	NURSE GRADUATE
CS Grade 7	64,856	66,234	67,614	68,994	71,754	74,514	77,274	80,033	82,792	85,553	CLINICAL NURSE I (Registered Nurse)
CS Grade 9	70,044	71,534	73,024	74,514	77,494	80,476	83,455	86,437	89,417	92,397	CLINICAL NURSE II (Occupational Health Nurse, Community Health Nurse, Lead Registered Nurse)
CS Grade 10	72,844	74,396	75,945	77,494	80,595	83,695	86,793	89,894	92,994	96,093	CLINICAL NURSE III (Nurse Team Leader)
CS Grade 11	76,124	77,742	79,362	80,983	84,222	87,458	90,699	93,939	97,178	100,418	NURSE SPECIALIST I (Nurse Consultant I, Nurse Specialist I)
CS Grade 12	79,929	81,630	83,330	85,030	88,433	91,834	95,235	98,635	102,037	105,439	NURSE SPECIALIST II (Nurse Consultant II - Team Leader, Nurse Specialist II - Team Leader)

District of Columbia Salary Schedule: Comp Unit 13 (Union)

Fiscal Year: 2016 **Service Code Definition:** Registered Nurses
Effective Date: October 4, 2015 **Affected CBU/Service Code(s):** CAA A28
Union/Nonunion: Union **Occupational Series:** 0610
Pay Plan Schedule: DS/CS
Peoplesoft Schedule: DS0075
% Increase: 3.0%
Resolution Number:
Date of Resolution:

	Step 1 Entry	Step 2 1yr	Step 3 1yr	Step 4 1yr	Step 5 1yr	Step 6 2yrs	Step 7 2yrs	Step 8 2yrs	Step 9 2yrs	Step 10 2yrs	Classification
CS Grade 5	56,782	57,988	59,196	60,405	62,821	65,237	67,652	70,070	72,486	74,902	NURSE GRADUATE
CS Grade 7	66,802	68,221	69,642	71,064	73,907	76,749	79,592	82,434	85,276	88,120	CLINICAL NURSE I (Registered Nurse)
CS Grade 9	72,145	73,680	75,215	76,749	79,819	82,890	85,959	89,030	92,100	95,169	CLINICAL NURSE II (Occupational Health Nurse, Community Health Nurse, Lead Registered Nurse)
CS Grade 10	75,029	76,628	78,223	79,819	83,013	86,206	89,397	92,591	95,784	98,976	CLINICAL NURSE III (Nurse Team Leader)
CS Grade 11	78,408	80,074	81,743	83,412	86,749	90,082	93,420	96,757	100,093	103,431	NURSE SPECIALIST I (Nurse Consultant I, Nurse Specialist I)
CS Grade 12	82,327	84,079	85,830	87,581	91,086	94,589	98,092	101,594	105,098	108,602	NURSE SPECIALIST II (Nurse Consultant II - Team Leader, Nurse Specialist II - Team Leader)

District of Columbia Salary Schedule: Comp Unit 13 (Union)



Fiscal Year: 2017 **Service Code Definition:** Registered Nurses
Effective Date: October 2, 2016 **Affected CBU/Service Code(s):** CAA A28
Union/Nonunion: Union **Occupational Series:** 0610
Pay Plan Schedule: DS/CS
Peoplesoft Schedule: DS0075
% Increase: 3.0%
Resolution Number:
Date of Resolution:

	Step 1 Entry	Step 2 1yr	Step 3 1yr	Step 4 1yr	Step 5 1yr	Step 6 2yrs	Step 7 2yrs	Step 8 2yrs	Step 9 2yrs	Step 10 2yrs	Classification
CS Grade 5	58,485	59,728	60,972	62,217	64,706	67,194	69,682	72,172	74,661	77,149	NURSE GRADUATE
CS Grade 7	68,806	70,268	71,731	73,196	76,124	79,051	81,980	84,907	87,834	90,764	CLINICAL NURSE I (Registered Nurse)
CS Grade 9	74,309	75,890	77,471	79,051	82,214	85,377	88,538	91,701	94,863	98,024	CLINICAL NURSE II (Occupational Health Nurse, Community Health Nurse, Lead Registered Nurse)
CS Grade 10	77,280	78,927	80,570	82,214	85,503	88,792	92,079	95,369	98,658	101,945	CLINICAL NURSE III (Nurse Team Leader)
CS Grade 11	80,760	82,476	84,195	85,914	89,351	92,784	96,223	99,660	103,095	106,534	NURSE SPECIALIST I (Nurse Consultant I, Nurse Specialist I)
CS Grade 12	84,797	86,601	88,405	90,208	93,819	97,427	101,035	104,642	108,251	111,860	NURSE SPECIALIST II (Nurse Consultant II - Team Leader, Nurse Specialist II - Team Leader)

26716

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General for the District of Columbia



RECEIVED
OLRCB
2015 MAY 22 PM 8:01

MEMORANDUM

TO: Dean Aquí
Interim Director
Office of Labor Relations and Collective Bargaining

FROM: Frank Mc Dougald *FMD*
Assistant Attorney General

DATE: May 22, 2015

SUBJECT: Legal Sufficiency Review of the Compensation Collective Bargaining Agreement between the Government of the District of Columbia and the District of Columbia Nurses Association (Compensation Unit 13)

You have requested a legal sufficiency review of the **Compensation Collective Bargaining Agreement between the Government of the District of Columbia and the District of Columbia Nurses Association (CBA)**. The CBA represents the agreement reached by the parties regarding compensation. The CBA is effective through September 30, 2017.

The CBA has been reviewed and found to be legally sufficient. Therefore, it is recommended that the CBA should be approved by the Mayor. If there are any questions regarding this matter, please contact me at 202-724-7309.

28. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, and wards of residence of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY16 or FY17, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

There are no boards or commissions associated with DOC at this time.

29. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

DOC Reports Required by D.C. Code are detailed below.

1. D.C. Official Code §24-211.02. Powers; promulgation of rules. Jail Improvement Act of 2003: DOC must to submit to the City Council a quarterly report on environmental conditions in the Central Detention Facility. Specifically, the Act requires the following: Provide to the Council on a quarterly basis all internal reports relating to living conditions in the Central Detention Facility, including inmate grievances, the Crystal report, the monthly report on the Priority One environmental problems and the time to repair, the monthly report of the Environmental Safety Office, the monthly report on temperature control and ventilation, and the monthly report on the jail population that includes the number of people waiting transfer to the federal Bureau of Prisons and the average number of days that inmates waited for transfer;

DOC is in compliance with this requirement.

2. D.C. Official Code § 2-1901, et seq., Language Access Act:: Language Access coordinators are required to report on the conditions, statistics, and progress of Language Access being provided for LEP/NEP (Limited English Proficient and No English Proficient) customers of that agency. DC DOC uses JAACS self-reporting as a main component to dictate which customers fall into these categories.

DOC is in compliance with this requirement.

3. D.C. Official Code § 24-281, et seq., Inmate Welfare Fund: The Inmate Welfare Fund is a non-lapsing fund that was created to serve three purposes: (1) to stock the commissary of the D.C. Jail, (2) to repay an initial appropriation used to finance the Fund, and (3) to provide goods and services that benefit inmates and are more specialized items at the District's correctional facilities. The Fund shall be subject to annual audits scheduled by the Office of the Chief Financial Officer, which shall be submitted to the Council no later than February 1 of each year. The scope of the audit shall include an examination of the Department's use of Fund profits, including stocking the commissaries, low-bond releases, providing inmate clothing upon release, and funding transportation costs for inmates after release. The audit reports shall be submitted to the Council and the Mayor.

DOC is in compliance with this requirement.

4. D.C. Official Code §2-531 et seq. Freedom of Information Act (FOIA): D.C. Code and agency policy require that annual report of FOIA processing activities be submitted to the Mayor.

DOC is in compliance with this requirement.

5. D.C. Official Code § 24-276.03. Limitation on Use of Restraints: To establish uniform procedures regarding the use of force and the application of restraints upon inmates under the jurisdiction of the DC Department of Corrections (DOC). Reporting requirements are that within 10 days after the Administrator authorizes the use of restraints pursuant to § 24-276.02(b), § 24-276.02(c), or § 24-276.02(d), the Administrator shall submit a written statement to the Director of the Department of Corrections in the case of confined women explaining the extraordinary circumstances and the reasons the use of restraints were necessary. The written statement must not include personal identifying information of the confined woman on whom restraints were used. Beginning January 1, 2016, and on an annual basis thereafter, the Department of Corrections shall provide the following information to the Council:

(1) The number of pregnant women in the custody of the Department of Corrections during the reporting period; (2) The number of pregnant women on whom restraints that were not the least restrictive means necessary were used (3) The number of times restraints were used on each pregnant woman; (4) For each use of restraints on a pregnant woman, the duration of time that restraints were used; and (5) For each use of restraints on a pregnant woman, whether restraints were used because of: (A) Risk of flight; (B) Risk of injury to the pregnant woman; or (C) Risk of injury to other persons.

DOC is only partially in compliance with this reporting requirement at this time and is working to achieve full compliance for CY 2017 reporting. Establishing a complete and functional reporting process that results in DOC being able to complete the required reporting has proved to be a significant challenge. There was previously some lack of clarity related to reporting requirements that has since been resolved in late CY 2016.

6. D.C. Official Code § 24-211.02a. Processing and Release of Inmates from the Central Detention Facility. Inmate Safe Release Act of 2012: The Department of Corrections shall provide to the Council, on a quarterly basis, a list of all inmates who have been released in violation of the Inmate Safe Release Act of 2012. The list shall include the following information for each inmate released: (A) The custody status of the inmate before release (e.g., pre-trial detention, sentenced misdemeanor); (B) The reason for the inmate's release (e.g., completion of sentence, court order); (C) The date and time the Department of Corrections received the release order from the court or other authority; and (D) The date and time of the release.

DOC is in compliance with these reporting requirements.

30. Please list each contract, procurement, lease, and grant awarded, entered into, extended and option years exercised, by your agency during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;**
- b. The nature of the contract, including the end product or service;**
- c. The dollar amount of the contract, including budgeted amount and actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
- f. The name of the agency’s contract monitor and the results of any monitoring activity; and**
- g. Funding source.**

Please find DOC’s response tabulated below.

Contractor	Caption/Description	Contractual Amount FY16	Budgeted Amount FY16	Actually Spent FY16	Contractual Amount FY17	Budgeted Amount FY17	Actually Spent FY17	Term of Contract	Competitive Bid	Contract Monitor	Funding Source
Corrections Corporation of America (CCA)	CTF Inmate Housing Lease and Beds	\$25,999,000.00	\$22,300,000.00	\$15,601,505.00	\$6,623,205.32	\$5,642,372.00	\$4,264,043.33	1/30/1997 - 1/29/2017		Kashonda Dunklin-Johnson	SPR
Reynolds and Associated	Halfway House	\$990,000.00	\$533,222.00	\$311,280.00	\$990,000.00	\$321,055.00	\$99,292.20	8/14/2015 - 8/13/2019	Competitive Bid	Prechelle Shannon	LOCAL
Hope Villiage	Halfway House	\$985,515.00	\$958,125.00	\$1,051,242.00	\$985,515.00	\$1,304,790.00	\$238,498.50	8/14/2015 - 8/13/2019	Competitive Bid	Prechelle Shannon	LOCAL
Satellite Tracking of People, LLC.	Ankle Braclets	\$33,835.50	\$88,000.00	\$75,760.00	\$33,835.50	\$75,000.00	\$2,135.00	12/1/2016 - 9/30/2021	Competitive Bid	Prechelle Shannon	LOCAL
Paige Ireland	Professional Services	\$133,099.00	\$135,000.00	\$191,653.00	\$136,426.00	\$170,071.00	\$39,822.38	3/19/2012 - 3/18/2017	Competitive Bid	Gizele Ponder	LOCAL
Aramark Correctional Services	DOC Food Services (CDF & CTF)	\$4,787,785.87	\$4,338,793.00	\$3,673,432.00	\$4,916,262.34	\$3,772,680.00	\$281,377.20	3/1/2013 - 2/28/2018	Competitive Bid	Donald Hilliard	LOCAL/SPR
KDH Defense Systems	DOC Officer's Protective Armour Vests	\$193,533.00	\$90,000.00	\$0.00	\$199,384.00	\$459,535.00	\$0.00	4/1/2013 - 3/31/2018	Competitive Bid	Dennis Nelson	LOCAL
The Moss Group	Consulting Services	\$435,618.00	\$435,618.00	\$435,618.00	\$447,000.00	\$500,000.00	\$124,073.62	4/7/2014 - 9/30/2017	Sole Source	Prechelle Shannon	LOCAL

Contractor	Caption/Description	Contractual Amount FY16	Budgeted Amount FY16	Actually Spent FY16	Contractual Amount FY17	Budgeted Amount FY17	Actually Spent FY17	Term of Contract	Competitive Bid	Contract Monitor	Funding Source
Holder Enterprises	DOC Food Services (CCB)	\$129,794.00	\$121,107.00	\$116,993.00	\$134,904.00	\$122,129.00	\$25,080.00	10/1/2015 - 9/30/2019	Competitive Bid	Kashonda Dunklin-Johnson	LOCAL
Unity	DDOC Inmate Health Services	\$21,841,500.00	\$24,126,564.00	\$20,093,497	\$21,841,500.00	\$20,705,202	\$5,118,569.81	10/1/2015 - 9/30/2018	Sole Source	Dr. Beth Mynett	LOCAL/SPR
AECOM	Warehouse Management	\$344,597.94	\$700,000.00	\$887,299.00	\$983,601.29	\$1,505,031.00	\$162,336.72	1/1/2016 - 9/30/2020	Competitive Bid	Tex Suthar	LOCAL
Keefe Commissary Network	Canteen	\$732,150.00	\$1,200,000.00	\$927,134	\$1,100,000.00	\$1,100,000.00	\$93,745.25	1/1/2016 - 12/31/2020	Cooperative Agreement	Kashonda Dunklin-Johnson	SPR
MEDAT	Employee Drug Testing	\$56,887.00	\$54,590.00	\$54,590.00	\$57,783.00	\$57,783.00	\$7,953.00	5/29/2014 - 9/30/2018	Competitive Bid	Deborah Washington	LOCAL
Morgan's inc T/A Muscatello's	Officer's Uniforms	\$519,535.00	\$310,00.000	\$243,890.00	\$540,316.40	\$310,000.00	\$0.00	10/1/2016 - 9/30/2021	Competitive Bid	Dennis Nelson	LOCAL
DOH Pharmaceuticals / Cardinal Health 110, LLC	Inmate Medication	\$484,000.00	\$2,936,313.00	\$3,096,676.00	\$2,800,000.00	\$2,810,000.00	\$1,257,490.13	6/10/2016 - 7/9/2021	Cooperative Agreement	Dr. Beth Mynett	LOCAL/SPR
Jerome L. Trucking	Trash and Recycle	\$95,000.00	\$130,000.00	\$102,297.00	\$110,000.00	\$146,330.00	\$20,779.64	7/12/2013 - 7/11/2018	Competitive Bid	Trina Byrd	LOCAL
Pest Services	Pest Services	\$30,000.00	\$30,000.00	\$27,675.00	\$35,000.00	\$35,000.00	\$8,605.00	8/21/2012 - 8/21/2017	Competitive Bid	Trina Byrd	LOCAL
American Supply Inc.	Inmate Clothing, Hygiene, Linen and Shoes	\$1,114,172.40	\$1,026,472.00	\$1,231,855.00	\$1,114,172.40	\$919,217.00	\$26,272.00	12/1/2014 - 11/30/2019	Competitive Bid	Trina Byrd	LOCAL

31. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, as well as the number of agency employees that were trained.

During FY 2016 the following training opportunities were provided:

<u>Training</u>	<u>Employees Trained</u>
MSS Progressive Discipline & Reasonable Suspicion	46
Juvenile Unit Training	10
Respectful Workplace	95
OC Certification	278
Sgt.'s Training	8
Environmental Sanitation	8
Pepperball System	10
Defensive Tactics	10
ERT – Use of Force	10
Motivational Interviewing	13
NIC	29
Compass Needs Assessment	11
MSS NIC Training	27
MHSDU	39
Behavioral Health	47
Crisis Intervention	72
NexTalk Training	229
Case Management Training	32
L3 Training	2

During FY 2017 to date the following training has been provided:

<u>Training</u>	<u>Employees Trained</u>
NexTalk Training	5 employees
Case Management Training	32 employees
L3 Training	2 employees

32. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

DOC conducts annual performance evaluations of its employees – supervisors/managers are responsible for assessing those uniformed and non-uniformed employees in their reporting chain. The DCDOC Human Resources office forwards reminders to management staff to ensure that performance plans and evaluations are completed and shared with employees within designated time frames. Policy information from DCHR is regularly shared with both line and management staff. Through one-on-one counseling sessions, training and ongoing staff development activities, employees are given guidance on maintaining required job performance standards as well as strategies to promote upward mobility.

Agency Operations

1. Please describe any initiatives that the agency implemented in FY16 or FY17, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Some of the initiatives the agency implemented in FY 2016 or FY 2017 that have improved internal operations include the following:

- (1) **Completed CTF Transition:** On February 1, 2017 DOC assumed operations of the CTF thus formally completing a transition over 18 months in the planning process. The expected results of this initiative will be DOC's ability to deploy staff and house inmates with greater flexibility between the two facilities in upcoming months while also increasing its program offerings to inmates. DOC will be able to gradually reduce utilization of the CDF, and plan for swing space when new facility construction commences in the future.
- (2) **Implemented a Step Down Unit:** On May 2, 2016 DOC commenced operation of a specialized Step Down Unit (SDU) with programming designed to assist inmates with acute mental illness in order to improve their communal functioning, over a 9 week period, so that they can successfully transition to general population housing upon completing the program. DOC is proud to be one of the first jails to implement such a program. The first four graduates of the program entered general custody housing in September.
- (3) **Implemented Restrictive Housing Reform:** While restrictive housing is a necessary tool in corrections management, the Department of Corrections (DOC) is committed to safely reducing the use of restrictive housing/segregation and ensuring when it is used, that it be in the least restrictive manner necessary. Since the implementation of the initial changes in late 2015, the greatest number of reductions has already occurred. DOC has seen a notable decrease in the restrictive housing population, and anticipates that the ongoing initiatives will continue to have a positive impact.
- (4) **Updated Suicide Prevention Efforts:** This is an ongoing initiative that underwent an extensive update in FY17 in order to improve the DOC's suicide prevention policies and procedures. Updates include the following:
Out of Cell Time: Inmates placed in a safe cell will be allowed 30 minutes out of cell time daily.

Telephone Calls: Inmates not under disciplinary restrictions may have phone calls on a daily basis while in a safe cell.

Video Visitation: Inmates not under disciplinary restrictions may have previously scheduled video visitation appointments.

Family Visits: Inmates not under disciplinary restrictions may have previously scheduled family visits.

Access to Running Water: Inmates shall have access to running water. Restrictions may be imposed if an inmate has made previous attempts to flood his/her cell or attempted to inflict self-harm by drowning.

Access to Safe Mattresses and Blankets: DOC will provide inmates with a safety mattress and a safety blanket.

Access to Safe Eating Utensils: In order to increase the variety of an inmate's diet and food items offered, safe eating utensils will be provided in safe cells.

Unrestricted View from the Cell: Inmates placed in safe cells will have an unrestricted view from the cell door unless they have a history of sexual exposure. Detachable curtains are placed on the lower half of the outside of the safe cell window and are drawn when there is a history of sexual exposure.

Personal Hygiene: Inmates may have access to a shower.

Clothing: Inmates may be provided a safety smock, socks and shoes.

Access to Personal Property: Inmates may have access to personal property such as: books, paper, pens, pencils, magazines, etc.

Lighting: Safe cells will be equipped with dimmer switches. Lights will be dimmed no less than 40% for at least eight (8) hours per night absent an individualized determination documented by medical personnel that they cannot be dimmed for the safety of the inmate.

- (5) **Implemented A New Policy Review and Approval Process:** DOC implemented a new agency policy review and approval process which significantly increased the input and involvement of MSS staff during the policy formulation and review process and significantly reduced the time to approval. This is greatly helping to address DOC's longstanding challenges of being able to review all policies and procedures on a scheduled annual basis.
- (6) **Continued The Respectful Workplace Initiative:** DOC invested in training for staff at all levels to enable it to ensure that all workplaces are respectful to all who encounter these; for all staff at every level. This is an ongoing DOC initiative that seeks to identify areas of, and implement training to address, cultural change. The main purpose is to enhance professional communication throughout the DOC's facilities amongst staff and inmates; staff and staff; and, staff and management. This supports DOC's ability to excel at customer service delivery on its way to creating a benchmark corrections agency.

- (7) **Executive Staff Engaged in Strategic Planning Sessions and Pulse Meetings:** The purpose of this initiative was to strengthen executive staff's collective commitment and share perspectives to refine strategy for achieving agency objectives in the immediate, intermediate, and long term. This has been particularly valuable in ensuring coordination and teamwork as the composition of the executive team has continued to evolve during the last year.

Some initiatives that have improved interaction with outside parties include the following:

- (1) **Conducted an Open House:** In the spring of 2016, the D.C. Department of Corrections held its first Open House and Community Meet and Greet. The Open House lasted the entire day— 10 a.m. until 4 p.m. and featured various information tables that highlighted the programs and services offered at the Jail. The information included: human resources, officer training, contraband awareness, the honor guard and more. Unity Healthcare, DC Public Library (DCPL), and the Department of Behavioral Health (DBH) were present and accounted for and provided information on their various services and products. The DOC also conducted tours of the facility where over 100 visitors had the opportunity to participate.
- (2) **Conducted Community Tours:** At the DOC, we are clearly aware that the inmates in our care come from somewhere... and the experiences, tastes, beliefs, values, politics and behavior of individual's shape who they are. We understand that our agency will better serve the residents of the District of Columbia and the inmates in our care through deliberate and continuous efforts to increase our "cultural competency I.Q." regarding the "streets and neighborhoods" of D.C." Also, the DOC seeks to share information regarding the operations and programing within the facility. The Executive Team conducts "community tours" venturing out to all four quadrants of the District of Columbia. We select communities whose residents are heavily represented in our jail population and where criminal activity is most reported. In addition, DOC includes visits to organizations where our released residents seek assistance. Along the tour, the Executive Team engages residents and observes neighborhood conditions, social and cultural behavior. The goals are to: 1) collect and share data and information to better inform our programing, operations and planning; 2) to increase Executive Team members' base of knowledge on the communities and residents of the District of Columbia; and 3) to establish a positive presence in the neighborhoods of the District.
- (3) **Assisted District's Medicaid Compliance:** DOC worked closely with colleagues in the District's Human Services agency to refine the implementation of Medicaid and work to test new information systems that will rapidly restore benefits to returning citizens once fully implemented.

- (4) **Implemented Inside-Out With Howard University:** Offered a college level class where students at DOC were able to participate along with students at Howard University for college credit. This is an initiative with Howard University that brings together sociology students and inmates to engage in roundtable discussions and readings about the collateral consequences of incarceration. This helped to expand DOC's program offerings.
- (5) **Established a Work Readiness Unit:** The Department of Employment Services (DOES) collaborates with DOC to create a work readiness program for men and women in the reentry units for inmates who are within six (6) to 12 weeks of release. The program is located within a designated housing block in the CDF, with a resource area and computer lab for completion of assignments, resume development, and other activities. About 25 individuals enroll in the program per cycle. They receive an employment orientation, and begin the enrollment process for employment services. DOES case management services are then provided to these individuals upon their release from DOC custody.
- (6) **Implemented Pre-Trial Work Release:** On October 3, 2016, the Department of Corrections (DOC) implemented a work release program for court ordered pre-trial inmates. As the result of legislation passed by the City Council in March of 2016, DCDOC is now authorized to release men and women from the Central Detention Facility and Correctional Treatment Facility—while in the past the work release option was only available to court ordered pre-trial inmates housed in community correctional facilities also known as halfway houses. A critical component of the DCDOC mission is to provide support to those in our custody preparing for community reintegration. By offering individuals already gainfully employed the opportunity to continue working, we also impact their chances for success upon release.
- (7) **Expanded Work Readiness Program Enrollment:** In FY 2017, DOC has successfully received FBOP's approval to provide work readiness programming to Short Term Sentenced Felons who are nearing their release to the community. This will benefit the individuals and the community by better informing and preparing soon to be returning citizens for successful reentry.
- (8) **Engaged in collaboration with CJCC in the 2015 Homicide Study:** DOC worked closely with colleagues at CJCC to assist in the District's analysis of 2015 Homicides.

2. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY17.

(1) Create a unified and smoothly functioning DOC culture and operations.

- a. Support the merging of staff and cultures from CTF and CDF.
- b. Review and revise DOC's program and budget structure to align with new operating mode.
- c. Assess and address human resources and training needs to recruit, retain, and continuously develop a correctional workforce that meets the District's needs and expectations. DOC will create and sustain a workforce well able to execute its mission with excellence and achieve its vision.
- d. Rethink inmate housing strategy. Develop and implement new good behavior incentives for inmates that support housing more inmates and deploying more staff at the CTF to more fully utilize it.

(2) Expand programs offered to DOC inmates as CTF facilities become fully available. Work with District agencies and Criminal Justice partner agencies across the spectrum as well as service providers and the faith and community based providers to inform and assist the District in implementing a reentry strategy that best meets the needs of its residents and communities.

- a. Explore a program to keep some 18-24 year olds with short felony sentences with less than 1 year remaining to serve from leaving the District for FBOP facilities.
- b. Explore a program to provide 6 – 9 months of in-facility reentry programs and services to FBOP returning citizens prior to their community release.
- c. Develop a mental health treatment community for women inmates at CTF.
- d. Build and strengthen community partnerships and relationships with reentry supportive service providers.
- e. Encourage the development of inmate programs and services with a modular and continuity of service approach so that individuals can pick up where they left off during transitions from jail to community; or, for some individuals, occasionally from community to jail.
- f. Support the planning and implementation of a Portal of Entry to expand the continuum of reentry services provided in the District.

(3) Procure goods and services effectively:

- a. Formulate and release a competitive solicitation for comprehensive inmate health services.
- b. Begin the process of procurement of an information systems upgrade that will support the needs of DOC and the District in a robust and scalable manner for the foreseeable future.
- c. Procure inmate pharmaceuticals in a more cost effective manner.

- (4) Engage in needed strategic planning to improve agency operational effectiveness.
 - a. Develop a strong emergency planning and risk management capability.
 - b. Support professional development with enhanced curricula in a new facility.
 - c. Support the planning process for building and assuming operations of a new detention facility.
 - d. Engage in development of an information systems and services strategic plan.
- (5) Enhance preventative maintenance program for DOC facilities.

3. Please list each new program implemented by the agency during FY16 and FY17, to date. For each initiative please provide:

- a. A description of the initiative;**
- b. The funding required to implement to the initiative; and**
- c. Any documented results of the initiative.**

- ✓ DOC provided parenting education in the Men's and Women's Reentry Units from April 1, 2016 through September 30, 2016. These groups were geared toward the needs of custodial parents, grandparents or guardians of minor children who are on a reunification track. The course curriculum addressed best practices for fostering effective family communications; healthy relationships; extended family values; health child growth, and development and self-esteem. The women's group also received information about best practices for trauma-informed gender responsive interventions.

Funding for the course was through Inmate Welfare Funds at a cost of \$41,600 in Fiscal Year 2016 and \$10,000 was allotted for Fiscal Year 2017. Participants who completed the 12 week course received a parenting certificate from the Hope Foundation that is certified by the Center for Improvement of Child Caring (CICC). Approximately 1,118 participants enrolled in the program from January 2016 through September 2016; however, this number may reflect a duplicate count for inmates who participated more than once a month.

- ✓ The Family Reunification for Women program was implemented in FY16 in order to reduce the likelihood of homelessness by providing supportive services to women and their families. Collaborative Solutions for Communities (CSC), a non-profit agency, begins working with the women and their families in the institution and continues upon release. This program is supported by a \$100,000 grant from the DC Office of Victims Services and Justice Grants in FY15, and additional funding in FY16.
- ✓ DOC, CSC, and Voices for a Second Chance and MBI Mental Health Services collaborate to provide services for the Second Chance Moms program. This program is for women ages 18 through 25 who have custody of their children, and who are returning to the community. The program provides case management, family group counseling, behavioral health, mentoring and other community reentry services provided through their joint efforts and in conjunction with DOC. The program is scheduled to run for three years at \$115,000 annually.
- ✓ A four week Substance Use Education course is scheduled to begin in March 2017. Seven cycles of the course are expected to run by the end of FY17. DOC anticipates that up to 120 participants can receive the classes each cycle. Classes are primarily for persons who will soon be returned to the community, and will have open-enrollment curriculum so that participants can enter at any time. This program is supported by \$60,000 in funding from the Inmate Welfare Fund.

- ✓ DC Public Library (DCPL) began operating a mobile library for adult male inmates housed in the CDF. Implemented to ensure that inmates throughout the jail have access to a wide variety of reading materials and learning resources; the Mobile Library is a resource run by a librarian and library technician (DCPL employees). Currently the Mobile Library services three housing units each day, Monday through Friday, with all housing units serviced each week. As a part of the program, inmates are issued DCPL library cards that can be used in the community upon release.

In FY2016, 5,451 books were checked out to nearly 1,000 inmates. This is an increase of nearly 1,000 more books circulated than in FY2015. Inmates also participated in a summer reading program facilitated by DCPL and DOC.

- ✓ The Department of Employment Services (DOES) collaborates with DOC to create a work readiness program for men and women in the reentry units for inmates who are within six (6) to 12 weeks of release. The program is located within a designated housing block in the CDF, with a resource area and computer lab for completion of assignments, resume development, and other activities. About 25 individuals enroll in the program per cycle. They receive an employment orientation, and begin the enrollment process for employment services. DOES case management services are then provided to these individuals upon their release from DOC custody.
- ✓ The University of the District of Columbia (UDC) provides remedial education programming for adult learners within the jail. Those individuals who take advantage of this educational program are prepared to enroll in professional certification courses offered by UDC. This program, and the opportunity to gain a professional certificate, is intended to enhance the ability to secure employment upon release.
- ✓ Howard University partners with DOC to provide an Inside Out course. The Inside Out course is a 15 week Sociology course, with students from Howard University and DOC inmates focusing on topics such as the collateral consequences of incarceration. Through this program Howard University students and inmates engage in course readings and work to prepare inmates for life after incarceration.

4. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY16 and FY17, to date.

DOC's primary measurement of success as an agency is reduction in recidivism, which is a measure of reduction in failure rate. Towards this end, DOC has introduced two new Key Performance Indicators in its FY 2017 performance plan, which measure the effectiveness of the Residential Substance Abuse Treatment Program (RSAT) and the ReEntry Program Unit Participants in terms of reduction in recidivism rate for program graduates compared to that for a similar group of non-participants. The FY 2017 targets are 35% for RSAT effectiveness and 11% for ReEntry effectiveness.

Many of the outcome metrics that are more specific and appropriate measures of success cannot currently be reported by DOC because the data required to measure and compute these metrics exists outside of DOC and may not even at this time be captured or reported. Such data may exist with community service providers, education providers, employment providers, housing providers, the returning citizens and their families. It may be worth considering ways and means to begin the process of collecting this information, with informed consent, so that more robust measures of outcomes can inform the DOC's and the District's program development and reentry planning processes.

5. Please list the task forces and organizations of which the agency is a member.

The DOC is a member of:

- The CJCC and its various committees and subcommittees
- The District of Columbia's ReEntry Taskforce
- The Association of State Correctional Administrators
- The Metropolitan Washington Council of Government's Corrections Chiefs Committee and subcommittees
- The American Correctional Association and its various committees and subcommittees
- US Marshals Service C10 Committee (member)
- The Large Jail Network-(National Institute of Corrections)

The DOC is represented on:

- The District of Columbia Sentencing Commission
- The Domestic Violence Fatality Review Board
- The Jails Research Network hosted by the US Department of Justice's Bureau of Justice Statistics.

DOC is affiliated with the below:

- National Commission on Correctional Healthcare (accrediting body)
- DC Coalition Against Domestic Violence
- National Institute of Corrections
- National Resource Reentry Center
- PREA Resource Center

- 6. Please explain the impact on your agency of any legislation passed at the federal level during FY16 and FY17, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.**

There was no federal legislation passed during FY 2016 and FY 2017 that significantly impacted agency operations.

7. Please describe any steps the agency took in FY16 and FY17, to date, to improve the transparency of agency operations.

In FY 2016 the agency opened its doors to the public in its first ever community open house. Over 90 people toured the Central Detention Facility and interacted with staff to learn about the operations of their local jail. DOC plans to host another open house in the near future after it completes the CTF transition.

DOC also expanded narrative and the associated reporting of workload metrics in its FY 2017 Performance Plan to better inform the public of the nature and magnitude of work that is required to operate a city-within-a-city. DOC hopes to build on this publicly reported information in future.