



District of Columbia Corrections Information Council (CIC)

Board Members

Reverend Samuel W. Whittaker
Katharine A. Huffman

Program Analyst

Cara M. Compani

February 13, 2015

The Honorable Kenyan McDuffie
Chairperson, Committee on the Judiciary
Council of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 506
Washington, DC 20004

Chairperson McDuffie,

In preparation for the Committee on the Judiciary Performance Oversight Hearing, I have enclosed the response of the DC Corrections Information Council (CIC) to the Performance Oversight Pre-Hearing Questions.

Please feel free to contact me with any questions you may have.

Sincerely,

Cara Compani, Esq.
Program Analyst
DC Corrections Information Council
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District of Columbia Corrections Information Council (CIC)

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DC Corrections Information Council Performance Oversight Pre-Hearing Responses

1. Please provide, as an attachment to your answers, a current organizational chart for the agency with the number of vacant, frozen, and filled FTEs marked on each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.

Please see Attachment 1.

2. Please provide, as an attachment, a Schedule A for the agency, which identifies all employees by title/position, current salaries, fringe benefits, and program office, as of January 15, 2014. This Schedule A should also indicate any vacant or frozen positions in the agency. Please do not include social security numbers.

Please see Attachment 2.

3. For fiscal years 2014 and 2015 (to date), please list each employee whose salary is \$110,000 or more. Provide the name, position title, and salary. Also, state the amount of any overtime and also any bonus pay for each employee on the list.

N/A. The CIC does not have any employees whose salary is \$110,000 or more.

4. For fiscal years 2014 and 2015 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

FY 2014 Payments

Name	Amount	Reason
Andre McGant	\$ 4,950.00	Chevy Chase Presbyterian Church Ginny and Mike Spevak Internship stipend for Community Outreach Intern funded with donated private dollars

FY 2015 Payments (to date)

Name	Amount	Reason
Andre McGant	\$ 1,000.00	Chevy Chase Presbyterian Church Ginny and Mike Spevak Internship stipend for Community Outreach Intern funded with donated private dollars

5. For fiscal years 2014 and 2015 (to date), please list all intra-District transfers to or from the agency.

N/A. The CIC did not have any intra-District transfers to or from the agency.

6. For fiscal years 2014 and 2015 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

N/A. The CIC does not have any special purpose revenue funds maintained by, used by, or available for use by the agency.

7. Please list all memoranda of understanding (MOU) entered into by your agency during fiscal years 2014 and 2015 (to date). For each, indicate the date entered, and the termination date.

The CIC did not enter into any memorandum of understanding during fiscal years 2014 and 2015 (to date). The CIC did, however, entered into a MOU during fiscal year 2013 with the Federal Bureau of Prisons (FBOP) for announced CIC inspections of FBOP facilities. This MOU was entered into on July 22, 2013 and will terminate on July 22, 2016.

8. Please provide, as an attachment, a list of all budget enhancement requests (including, but not limited to capital improvement needs), for fiscal years 2014 and 2015 (to date). For each, include a description of the need and the amount of funding requested.

The CIC requested budget enhancements for fiscal years 2014 and 2015. The requests are attached as *Attachment 3* and *Attachment 4*. At the start of fiscal year 2015, the mandate of the CIC included monitoring and inspecting the conditions of confinement for 7,270 incarcerated DC residents located in 111 facilities across 32 states including DC. The CIC does not have a sufficient staff or budget to ensure effective fulfillment of its broad mandate.

9. Please list in chronological order every reprogramming in fiscal years 2014 and 2015 (to date) of funds into and out of the agency. Include a “bottom line” – the revised, final budget for your agency. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number.

N/A. The CIC did not have any reprogramming of funds into or out of the agency in fiscal years 2014 and 2015.

10. (a) Please list each grant or sub-grant received by your agency in fiscal years 2014 and 2015 (to date). List the date, amount, and purpose of the grant or sub-grant received.

Title	Funder	Date	Amount	Purpose
Ginny and Mike Spevak Internship	Chevy Chase Presbyterian Church	10/21/13	\$ 5,000.00	To provide a stipend to the Community Outreach Intern position for formerly incarcerated individuals to assist the CIC with its mission of monitoring the experiences of DC residents who are part of the criminal justice system.
Ginny and Mike Spevak Internship	Chevy Chase Presbyterian Church	1/14/15	\$ 5,494.00	Same as above.

- (b) How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans (if any) are in place to continue funding?

N/A. The CIC does not have any FTEs that are dependent on grant funding. The Ginny and Mike Spevak Internship grant provides a stipend to the Community Outreach Intern, which is a part-time position.

11. Please provide a detailed description for each open capital project (including, but not limited to projects within the master equipment lease and projects that are managed or overseen by another agency or entity), from fiscal year 2015, or prior. Also include the budgeted funds and the funds spent by fiscal year. Please also provide the timeline for each project.

N/A. The CIC does not have any open capital projects from fiscal year 2015 or prior fiscal years.

12. Please list all pending lawsuits that name the agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices and their current status. We are not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those identified, please include an explanation about the issues for each case.

N/A. The CIC does not have any pending lawsuits that name the agency as a party.

13. Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed in fiscal years 2014 and 2015 (to date).

N/A. The CIC does not have any investigations, audits, studies, or reports on the CIC or any employee of the CIC that are ongoing or were completed in fiscal years 2014 or 2015.

14. Please list the following information in table format regarding the agency's use of SmartPay (credit) cards for agency purchases: individuals (by name) authorized to use the cards in fiscal years 2014 and 2015 (to date); purchase limits (per person, per day, etc.); total spent in fiscal years 2014 and 2015 (to date) (by person and for the agency).

To date the CIC does not have any employees or board members who are authorized to use SmartPay cards. The CIC is, however, in the process of obtaining a purchase card for the agency.

15. (a) What procedures are in place to track individuals or units assigned to possess mobile communications and mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.

The CIC obtains mobile devices and equipment agreement from the EOM Telecommunications Specialist. The Program Analyst instructs staff on the proper usage of cellular and mobile devices.

(b) How does your agency manage and limit its mobile communications and devices costs?

Devices are issued to employees only upon approval by the Program Analyst for a necessary job function. Costs are managed by effective training and limiting the use of cellular and mobile devices to only when necessary.

(c) For fiscal years 2014 and 2015 (to date), what was the total cost (including, but not limited to equipment and service plans), for mobile communications and devices?

<u>Year</u>	<u>Cost</u>
FY 2014	\$ 959.88
FY 2015 (to date)	\$ 479.94

16. In table format, please provide the following information for fiscal year 2014 to present regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person).

At the start of fiscal year 2015, 7,270 DC residents were incarcerated in 111 facilities across 32 states including DC. Travel is essential to the mandate of the CIC to inspect and monitor conditions of confinement of incarcerated DC residents. For the table providing information on employee travel, please see *Attachment 5*.

17. Please provide, as of January 15, 2015, the current number of WAE contract, and term personnel within your agency. If your agency employs WAE contract, or term personnel, please provide, in table format, the name of each employee, position title, the length of their term or contract, the date on which they first started with your agency, and the date on which their term or contract expires.

N/A. The CIC does not have any WAE contract or term personnel.

18. Please provide your anticipated spending pressures for fiscal year 2015. Include a description of the pressure, the estimated amount, and any proposed solutions.

N/A. The CIC does not have any anticipated spending pressures for fiscal year 2015.

19. Please provide, as an attachment, a copy of your agency's fiscal year 2015 performance plan as submitted to the Office of the City Administrator and indicate whether you are on track to meet those measures.

For a copy of the CIC fiscal year 2015 performance plan as submitted to Office of the City Administrator, please see *Attachment 6*.

In fiscal year 2014, the CIC met or exceeded all of its performance measures. The CIC inspected 16 facilities and reached 30% of DC inmates in FBOP custody through on-site inspections, which met the performance measures for fiscal year 2014. The CIC also held or attended 25 community outreach events and participated in five training sessions, which exceeded the projected 12 community outreach events and three training sessions. Overall, the CIC increased its number of facility inspections and the number of incarcerated DC inmates reached through inspections, and continued to strengthen its community outreach and develop its administrative infrastructure.

For fiscal year 2015, the CIC is on track to meet or exceed all of its measures. The CIC has conducted three facility inspections and will conduct another three by the end of February 2015, which puts it on track for conducting the projected 18 inspections in the fiscal year. The CIC has participated in two training sessions out of the projected three training sessions. The CIC held or attended 20 community

outreach events, which already exceeds the projected 12 events for the fiscal year. The CIC has also hired a Community Outreach Assistant, pending notification by DCHR to the selected candidate, which will further promote community outreach and correspondence. Finally, the CIC moved into its new office location on December 29, 2014, which provides adequate space for the current CIC staff and allows for confidentiality in recordkeeping and phone conversations.

20. What are your top priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2015 and 2016.

Priority One: Conduct Comprehensive Inspections of Facilities Housing DC Inmates and Effectively Monitor the Conditions of Confinement.

The CIC is statutorily mandated to complete three facility inspections per year. In fiscal year 2013, the CIC conducted nine facility inspections, and in fiscal year 2014, the CIC conducted 16 facility inspections. These inspections reached over 25% of DC inmates in FBOP custody in fiscal year 2013, and over 30% in fiscal year 2014. The CIC also completed inspections of the Central Detention Facility (DC Jail) in both fiscal years, as well as inspections of the Correctional Treatment Facility (CTF), the Juvenile Unit at the CTF, and two residential reentry centers (RRCs).

For fiscal year 2015, the CIC intends to inspect 18 facilities and reach over 35% of DC inmates in FBOP custody. The CIC has already conducted three inspections in fiscal year 2015, and will inspect another three facilities by the end of February 2015. Despite a limited staff, the CIC is able to conduct comprehensive reviews of inspected facilities. The CIC tours the facility, speaks with staff members, interviews inmates in a confidential setting, and conducts a document review. The CIC also collects comments and concerns from the DC community about facilities, and maintains contact with both facility officials and the incarcerated DC population at the facility. All information received by the CIC is made available through public reports on each facility, as well as through the annual reports.

Priority Two: Third CIC Board Member Appointment and Increase Full-Time Staff.

Since June of 2014, the CIC has been functioning with only two of the three statutorily mandated board members. The CIC board members are volunteer positions, and each member has full time employment in addition to their work with the CIC. A vacant CIC board position is especially problematic as it is CIC policy for at least one board member to attend all inspections (the CIC conducted 16 inspections in fiscal year 2015). Additionally, the CIC cannot take official action without a quorum of the board members. This vacancy has been very time consuming for the two current board members and cannot be sustained over time. In order to continue functioning in accordance with its mandate, a third board member appointed in a timely manner is a necessity for the CIC.

In fiscal year 2014, the CIC had one full-time employee and a temporary administrative assistant. The CIC received funding for two additional FTEs, and in November 2014, the administrative assistant was converted to a full-time office manager. The CIC has also selected a candidate for the position of community outreach assistant, who will start employment by March of 2015.

Despite the increase in staff size, the CIC does not have a sufficient staff or budget to ensure effective fulfillment of its mandate. At the start of fiscal year 2015, the CIC mandate included monitoring and inspecting the conditions of confinement for 7,270 DC residents incarcerated in 111 facilities across 32 states including DC. This broad mandate requires a staff of at least six full-time employees.

The CIC continues to lack an Executive Director, and the supervisory and other functions of the Executive Director are performed by the Board in conjunction with the Program Analyst. Appointment of an Executive Director would allow the CIC to function according to its statutory mandate, conduct business more efficiently through the intended processes, and write additional facility reports as well as thematic reports that focus on specific, system-wide confinement issues.

In fiscal year 2015, the CIC will continue to request the necessary budget for the CIC to effectively fulfill its mandate.

Priority Three: Promote Community Outreach.

The experience, concerns, expertise, and insight of the DC community are extremely important to the CIC. To ensure that incarcerated DC residents are aware of the functions of the CIC, the CIC mails quarterly flyer distributions to inmates at different facilities. The CIC attends numerous meetings, forums, DC Council hearings, and other events with DC community members to better understand comments and concerns regarding the conditions of confinement of DC residents and their reentry into the DC community. The CIC also holds regular open meetings to discuss the activities of the CIC and listen to the community. In fiscal year 2014, the CIC held or attended 25 community outreach events, and in fiscal year 2015, the CIC has already held or attended 20 community outreach events.

The community outreach intern, funded by a grant from the Chevy Chase Presbyterian Church, provides information about the CIC to DC residents and organizations and gathers information from them. The CIC recently hired a full-time employee as a community outreach assistant, and this position will oversee outreach activities. The full-time position will ensure effective community outreach and prompt and effective correspondence with incarcerated DC residents.

Priority Four: Participate in Training with Local and National Experts on Prison Oversight and Continue to Develop Inspection and Monitoring Practices.

In fiscal year 2014, the CIC participated in five training sessions with local and national experts on prison oversight. The sessions included training on general information about DC agencies and organizations, best practices for inspection and monitoring functions, and the largest areas of concern for DC residents in DOC and FBOP custody. For fiscal year 2015, the CIC has already participated in two training sessions, including one on Medicaid eligibility for incarcerated individuals and another on mental health needs of inmates and returning citizens. The CIC uses training sessions as opportunities to further identify best practices for inspection, monitoring, and reporting, and regularly updates its operating procedures and manuals to reflect insight and information gained from training sessions.

Priority Five: Continue Communication with FBOP and DC DOC.

The CIC continues to receive feedback from the FBOP and DOC indicating that the inspection and monitoring process is beneficial and helpful. Communication with both agencies is essential to the effective operation of the CIC. The CIC has established quarterly meetings with DOC Director Faust and his staff, engages in regular communication with FBOP officials, and meets with FBOP Director Samuels as necessary. The CIC will continue to foster a positive working relationship with these agencies.

21. Please provide a current list of Commission members, with appointing authorities and term expiration dates.

Commission Members	Appointing Authorities	Expiration Dates
Board Chair	D.C. Code § 24-101.01 (2)(A), (B) & (C)	Vacant
Reverend Samuel Whittaker	D.C. Code § 24-101.01 (2)(A) & (B)	June 7, 2015
Katharine Huffman	D.C. Code § 24-101.01 (2)(A).	June 7, 2016

22. Please list and describe the facility visits made in fiscal years 2014 and 2015 (to date). What facility visits are currently planned for fiscal year 2015?

In fiscal year 2014, the CIC conducted sixteen on-site inspections of FBOP and DOC facilities: Central Detention Facility (DC Jail), Correctional Treatment Facility (CTF), Juvenile Unit at CTF, USP Atlanta, USP Lewisburg, FCI Schuylkill, USP Victorville, FCI Victorville Medium I, FCI Victorville Medium II, USP Canaan, FCI Otisville, FCI Petersburg Low, FCI Petersburg Medium, USP Hazelton, SFF Hazelton, and Rivers Correctional Institute.

In fiscal year 2015, the CIC has so far conducted three on-site inspections of FBOP facilities: FCI Bennettsville, FCI Edgefield, and FCI Cumberland. The CIC will conduct inspections of three facilities located in Beaumont, Texas on February 25-26, 2015: USP Beaumont, FCI Beaumont Low, and FCI Beaumont Medium. The CIC is in the process of creating a schedule for additional on-site inspections for fiscal year 2015, with the goal of inspecting at least 18 facilities in the fiscal year. Overall, the CIC intends to reach over 35% of incarcerated DC residents in FBOP custody through on-site inspection, as well as conduct inspections of the DC Jail and the CTF.

23. Please list any reports that CIC currently plans to release in fiscal year 2015.

In fiscal year 2015, the CIC plans to release the annual report for fiscal year 2014, as well as individual inspection reports for all facilities that were inspected.

24. Has the CIC found space for interns and other volunteers in its current office space?

Yes. In December 2014, the CIC moved into new office space on the ground floor of 2901 14th Street, NW, Washington, DC 20009. The CIC now has office space that is able to accommodate ten employees, including interns, and provide adequate confidentiality. The CIC had no funding in its budget for office space, and the office space is provided at no cost through an agreement between DGS and the Greater Washington Urban League.

25. Has the CIC obtained a sufficient support staff to ensure it effectively fulfills its mandate?

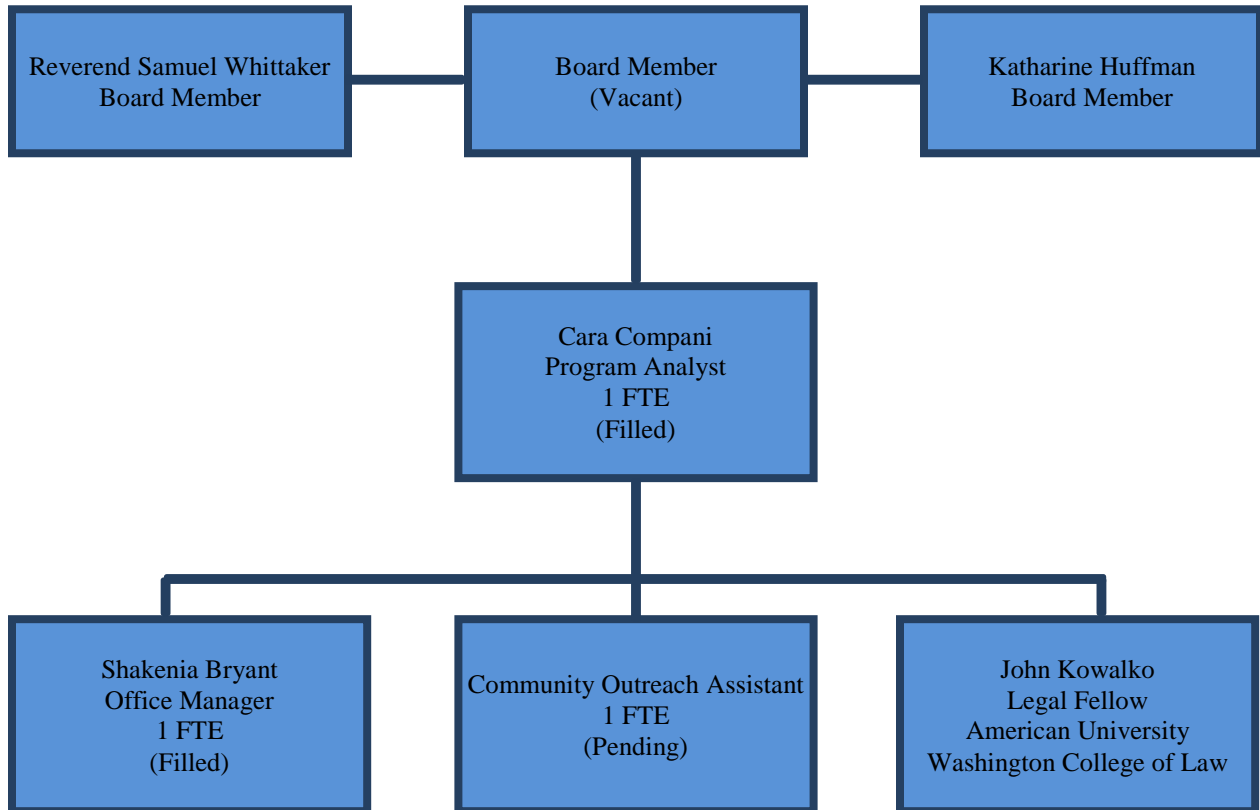
No. The CIC has not obtained sufficient support staff to ensure effective fulfillment of its mandate. In fiscal year 2014, the CIC obtained funding for two FTEs in addition to the Program Analyst. One FTE position was filled in November 2014 as an administrative assistant, who is no longer a contract employee through a temporary employment agency. The second FTE position will be filled by March of 2015 as a Community Outreach Assistant.

These two essential FTE positions are important additions to the CIC staff, which previously included only a Program Analyst and a temporary administrative assistant. At the start of fiscal year 2015, the mandate of the CIC included monitoring, inspecting, and reporting on the conditions of confinement for 7,270 incarcerated DC residents located in 111 facilities across 32 states including DC. The CIC requires additional FTEs to ensure its ability to effectively fulfill its mandate and, importantly, release thorough reports in a timely fashion. The CIC also continues to lack an Executive Director, which is a statutorily required position. While the CIC currently employs the services of a Legal Fellow funded by the American University Washington College of Law, this contract will end in September 2015.

The CIC is requesting a budget enhancement for fiscal year 2016 that includes funding for an Executive Director and two program analysts for legal analysis, report preparation, research, and other necessary inspection and reporting procedures. This would result in a total staff of six FTEs.

ATTACHMENT 1

DC Corrections Information Council Organizational Chart (Effective February 13, 2015)



ATTACHMENT 2

DC Corrections Information Council Schedule A

Title/Position	Current Salary	Fringe Benefits	Program Office
Program Analyst	\$ 65,775.80	\$ 14,611.00	Operational Infrastructure
Office Manager	\$ 32,080.00	\$ 2,687.00	Operational Infrastructure
Community Outreach Assistant*	\$ 29,994.00	\$ 5,099.00	Community Outreach

* Vacant as of February 13, 2015. Candidate has been selected and will start employment upon notification by DCHR. Fringe benefits calculated at 17%.

ATTACHMENT 3

DC Corrections Information Council Fiscal Year 2014 Budget Enhancement Request

FY 2014 PROGRAM ENHANCEMENT - FORM B Agency Program Enhancement Request Details

Agency Code: FQO
Agency Title: ODMPSJ/CIC
Enhancement Title: CIC
Date: January 29, 2013
Total Amount of Local Funds: \$127,936 for FY 2013
FTEs: 1 FTE
Is this Enhancement a one-time cost? No
Agency point of contact: Cara Compani 202-478-9211

Problem Statement

The DC Corrections Information Council (CIC) is mandated to inspect and monitor conditions of confinement at facilities operated by the Federal Bureau of Prison (BOP), DC Department of Corrections (DOC) and their contract facilities where DC residents are incarcerated. Currently, this mandates includes 5,742 DC residents in BOP custody located in 106 facilities and 31 states and 2,288 DC residents in DOC custody. The CIC's mandate is very broad, in addition to the monitoring function the CIC assess unique obstacles DC residents face, mental health care, services provided to inmates with disabilities, unique treatment necessary for the juvenile and female inmate population, and more. Additionally, halfway houses are included within our mandate. Furthermore, the CIC's daily activities and goals include community outreach, administrative development (responding to and databasing emails, phone calls, and letters), forming working relationships with BOP and DOC, and trainings with local and national experts.

In Fiscal Years 2013 and 2014, the CIC intends to complete more inspections and will continue to further the goals set in Fiscal Year 2012. The CIC is passionate and motivated to fulfill its mandate; however, it is not possible for the current CIC composition, which consists of three volunteer board members with separate full-time jobs and one staff person, to monitor conditions of confinement for all DC residents incarcerated in DC and across the U.S. Of the over 100 incarceration facilities, the CIC must pick and choose which facilities to inspect, rather than providing the critical oversight to all facilities that house DC inmates. Also, as the work of the CIC increases, we cannot guarantee confidentiality from our current office space. The CIC guarantees all DC residents anonymity for phone conversations and written correspondence; however, in our current office space we do not have capacity to maintain this confidentiality as the work of the CIC increases.

Finally, the CIC has several community members, mainly students, willing to assist the CIC for several hours per week, but we do not have a space for interns in our current office. In order to fulfill our mandate, the CIC needs a larger support staff, independent office space, and a budget increase in order to effectively fulfill its mandate.

Proposed Solution

Hire one additional staff person and obtain additional office space for the new staff person and volunteer interns.

Cost-Benefit Analysis

Costs (delineated further below)

Salary of additional staff person.

Larger and confidential office space.

Necessary items to set up a new employee and office space.

Delineated below.

Enhancements requested for FY 2014 = \$106,801.761, total budget (including requested enhancement) FY 2014 = \$234,737.76

- 0012 + 0014 Pay plus Benefits for FY 2013 = \$ 71,300 **enhancement requested = \$60,102 for salary and fringe benefits for one additional employee**
 - This is the base pay + fringe benefits
- 0020 - Supplies and Material for FY 2013 = \$ 5,420 **enhancement requested= \$3,000 for supplies and printing necessary for use by an additional employee.**
- 0300 – Utilities – **enhancement requested = \$2,500**
- 0031 – Communications Total for FY 2013 = \$ 2,000 **enhancement requested = 1,199.76 for one additional landline and one additional cell phone**
 - Landline = 19.99/month x 12 months = 239.88
 - Cell phone = 79.99 x 12 = 959.88
- 0032 – Rent – **enhancement requested = \$2500/month, \$30,000 per year, average price for 1,000 square feet of office space.**
- 0040 – Other Services and Charges **enhancement requested = \$5,000 for service fees to begin operation of new systems and fees associated with moving.**
 - for FY 2013 Travel= 41,716
- 0041 – Contractual Services (interchangeable with 0040) for FY 2013 = \$5,000 **enhancement requested \$5,000 for database development.**
 - Database =2,000 **enhancement requested is \$5,000.**
 - Training = 3,000
- 0070 – Equipment for FY 2013= 2,500 **no enhancement requested.**
 - 2 Laptops + Soft ware

Benefits

Increase community outreach. As a new body, many community members do not know what the CIC is or even that it exists; therefore, it is imperative within the next couple years that the community become more familiar with the CIC.

Administratively the CIC will be able to collect more information and respond, in a timely manner, to community members and inmates.

Prepare for, complete and release more reports on site visits.

Prepare for, conduct, and release more thematic reports on issues that directly affect DC residents.

Better provide critical oversight for DC residents located away from their home.

Other Benefits

Legislative Analysis **(for OPLA)**

OBP ASSESSMENT **(for OBP)**

ATTACHMENT 4

DC Corrections Information Council Fiscal Year 2015 Budget Enhancement Request

FY 2015 PROGRAM ENHANCEMENT - FORM B Agency Program Enhancement Request Details

Agency Code: FQO
Agency Title: ODMPSJ/CIC
Enhancement Title: CIC FTEs
Date: February 24, 2014
Total Amount of Local Funds: \$ 230,050.00 FY 2015
FTEs: 3 FTE
Is this Enhancement a one-time cost? No
Agency point of contact: Cara Compani 202-478-9211

Problem Statement

Mandate

The DC Corrections Information Council (CIC) is mandated to inspect, monitor, and report on conditions of confinement at facilities operated by the Federal Bureau of Prisons (FBOP), the DC Department of Corrections (DOC), and contract facilities where DC residents are incarcerated. At the end of FY 2013 the CIC's mandate included 5,597 DC residents in FBOP custody located in 110 facilities and 33 states, and 2,209 DC residents in DOC custody here in the District.

As an independent monitoring body the CIC has a unique role which is not fulfilled by any other agency or individual. The CIC is the only body outside of the FBOP that has a mandate to monitor conditions of confinement at FBOP facilities. The DC Jail, the Central Treatment Facility (CTF), and the four residential reentry centers (RRCs) in DC are also included within our mandate.

The CIC's mandate is very broad, in addition to monitoring conditions of confinement the CIC assesses unique obstacles DC residents' face, mental healthcare, services provided to inmates with disabilities, the distinctive needs of the juvenile and female populations, special housing (solitary confinement) unit policies and practices, unique obstacles DC residents face within the federal system, and more.

The CIC also databases, responds to, and reports on hundreds of emails, phone calls, and letters annually. We hold community meetings and employ community outreach interns to keep in communication with returning citizens in the District. The CIC has regular training sessions with local and national experts in correctional issues. Also, in order to effectively fulfill our mandate the CIC has and will continue to build working relationships with the FBOP and DOC. To further this requirement, the CIC has initiated quarterly meeting. The

CIC meets every quarter with DOC Director Faust and his support staff and has biannual tours of the DC Jail. We also met with FBOP Director Samuels and his support staff on several occasions and are in weekly communication with FBOP staff.

In FY 2013 the CIC reached each of its performance goals. We completed nine inspections (Hope Village RRC, FCI Fairton, Video Visitation at the DC Jail, USP McCreary, FCI Manchester, Fairview RRC, USP Allenwood, FCI Allenwood Low, and Rivers Correctional Institution), reached 25% of DC inmates in FBOP custody through on-site inspections, attended over 25 community outreach meetings, and held five trainings sessions with local and national experts in prison monitoring, reentry, and conditions of confinement. In FY 2014 the CIC is committed to completing 16 onsite inspections, reaching 30% of DC inmates in FBOP custody, attending or holding 12 community outreach meetings, and holding three trainings with local and national experts. Additionally, the CIC intends to send a survey to one third of DC inmates in FBOP custody. The survey will include DC residents at all facilities, focusing especially on FBOP facilities with twenty or less DC inmates: the CIC is unlikely to conduct onsite inspection of these facilities at this time.

The restoration of this independent monitoring body demonstrates the importance our community and its leaders places on the wellbeing of incarcerated DC residents and their loved ones. The DOC's budget is over 839 million dollars with more than 890 full time employees. The FBOP's budget is nearly 8 billion dollars. The CIC's FY 2014 budget is \$148,895.38 with one full time employee and a temporary employee providing administrative assistance. The CIC's budget is currently one one-thousandth (.0019%) of a percent of the FBOP budget and one one-hundredth (.018%) of a percent of DOC's budget. The CIC is mandated to effectively monitor all DOC facilities and 110 out 147 FBOP facilities, and we cannot continue to do so with such a low budget. In order to effectively fulfill this mandate and serve the incarcerated residents of DC the CIC needs a larger support staff and a confidential office space.

Staff

The CIC is passionate and motivated to fulfill its mandate, but it is not possible with our current makeup—three volunteer board members with separate full-time jobs, one full-time staff person, and one temporary office manager—to continue to monitor conditions of confinement for all DC residents incarcerated in DC and across the US. In order to continue to carry out our mandate, we must have a larger more staff. Of the over 100 incarceration facilities, the CIC must pick and choose which facilities we inspect, rather than providing the critical oversight to all facilities that house DC inmates.

Office Space

The CIC guarantees all DC residents anonymity for phone conversations and written correspondence. In our current office space we will not have capacity to maintain confidentiality as our work increases. The CIC also has several community members, mainly students, willing to volunteer with the CIC for several hours per week, but we do not have a space for interns in our current office space.

In order to fulfill our mandate, the CIC needs a larger support staff, independent office space, and a larger budget.

Proposed Solution

Hire three additional FTEs and obtain secure office space, including a conference room, and space for the new staff persons and more volunteers.

Staff

The CIC's DC mandate, DC Code § 24-101.01(b)(3), (d), & (e), calls for an executive director responsible for fulfilling the duties of the CIC. The statute is attached. Currently, our only full time staff person is a program analyst. The CIC requests additional funding to fill the role of executive director. This position will allow the CIC to write additional facility and thematic reports and focus on specific confinement issues (e.g. special housing units, medical care, programming and reentry assessments, accommodations for inmates with disabilities, unique obstacles facing women and juveniles mental healthcare, substance abuse treatment, and rehabilitative programming).

As noted above, the CIC has a temporary office manager. We wish to convert this essential employee to a FTE. This would ensure continuity, avoid wasteful retraining expenses, and safeguard the position from contract procurement issues. Also, this position is currently paid below market rate for the skills it requires.

Finally, to effectively report on issues relating to conditions of confinement the CIC needs an employee to be in constant communication with DC inmates both here in the District and across the US. The third new FTE will be a retuning citizen and will fulfill this goal of community and inmate outreach.

Office Space

The CIC will need a confidential office space capable of holding the CIC staff, with a conference room available for staff meetings and projects. The offices should allow confidential phone calls with inmates and confidential discussions about their concerns.

Cost-Benefit Analysis

Costs (delineated further below)

- Salary of additional staff persons;
- Larger and confidential office space: the CIC requests office space in a DC government building;
- Necessary items to train a new employee and set up office space;
- An increased travel budget allowing one additional FTE to travel with the CIC to onsite inspections.

Budget for FY 2014 = \$148,895.38

Budget Enhancement request for FY 2015 = \$230,050.00

Total budget (including enhancement) FY 2015 = \$378,945.38

Fiscal Year 2014

FY 2014	Budget
Regular Pay	62,000.00
Fringe Benefits	11,966.00
Personnel Services	73,966.00
Office Supplies	5,000.00
Travel	40,960.00
Misc. Contract	28,969.38
Non Personnel Services	74,929.38
Total CIC	148,895.38

Fiscal Year 2015

Enhancement Request = \$230,050.00

Request Breakdown

- 1. Executive Director**
- 2. Administrative Assistant**
- 3. Community Outreach Specialist**
- 4. Secure Office Space**
- 5. NPS funding to support new FTEs**

Personal Services (regular pay plus fringe benefits) \$175,450

- Executive Director: **\$97,750** (\$85,000 salary plus \$12,750 fringe benefits)
- Administrative Assistant: **\$41,200** (\$35,800 salary plus \$5,400 fringe benefits)
- Community Outreach: **\$36,500** (\$31,500 salary plus \$5,000 fringe benefits)

Non Personal Services = \$54,600

- Supplies and Material: **\$5,000** for supplies and printing necessary for use by additional employees.
- Communications: **\$3,600** for three additional land lines and cell phones
 - \$1,199.76 for one additional landline and one additional cell phone
 - Landline = 19.99/month x 12 months = 239.88
 - Cell phone = 79.99 x 12 = 959.88
- Equipment: **\$6,000** for two laptops and corresponding software and desktop computers for the new FTEs
- Rent: **\$30,000** for 1,000 square feet of office space for 12 months at a price of \$2,500 per month.
- Travel: **\$10,000** to cover one new FTEs CIC travel

Proposed FY 2015 (with enhancement included)	Budget
Regular Pay	214,300.00
Fringe Benefits	35,116.00
Personnel Services	249,416.00
Office Supplies	10,000.00
Travel	50,960.00
Misc.Contract	28,969.38
Communication	3,600.00
Rent	30,000.00
Equipment	6,000.00
Non Personnel Services	129,529.38
Total CIC Budget	378,945.38

Benefits

- Prepare for, complete, and release more reports on site visits in a timely manner.
- Prepare for, conduct, and release more thematic reports on issues that directly affect DC residents.
- Better provide critical oversight for DC residents located in DC and across the US, particularly in specific areas such as special housing (solitary confinement) units, medical and mental healthcare, program assessment, inmates with disabilities, unique obstacles facing women and juveniles, inmates with disabilities, medical, effective rehabilitative programming, substance abuse treatment, communication problems with inmates far from their loved ones in the District, and many other unique problems faced by DC inmates.
- Increase community outreach and be in constant communication with returning citizens and DC inmates.
- Collect more information and respond, in a timely manner, to community members and inmates.
- Make recommendations based on independent evaluation of FBOP and DC DOC policies and practices.

Legislative Analysis (for OPLA)

OBP ASSESSMENT (for OBP)

ATTACHMENT 5

DC Corrections Information Council Fiscal Year 2014 to Present Employee Travel

FY 2014

Name / Position	Date / Destination	Total Expense	Justification
Rev. Samuel Whittaker, Board Member	2/10/14 – 2/11/14 USP Atlanta, Atlanta GA	\$ 778.24	The CIC is mandated to inspect and monitor conditions of confinement at facilities operated by the FBOP, DC DOC, and their private contractors that incarcerate DC inmates. The travel enabled the CIC to inspect the facility or facilities listed as the destination.
Katharine Huffman, Board Member	2/10/14 – 2/11/14 USP Atlanta, Atlanta GA	\$ 909.58	Same as above.
Cara Compani, Program Analyst	2/10/14 – 2/11/14 USP Atlanta, Atlanta GA	\$ 978.63	Same as above.
Michelle Bonner, Board Chair	4/9/14 – 4/11/14 USP Lewisburg, Lewisburg PA FCI Schuylkill, Minersville PA	\$ 367.94	Same as above.
Rev. Samuel Whittaker, Board Member	4/9/14 – 4/11/14 USP Lewisburg, Lewisburg PA FCI Schuylkill, Minersville PA	\$ 295.94	Same as above.
Cara Compani, Program Analyst	4/9/14 – 4/11/14 USP Lewisburg, Lewisburg PA FCI Schuylkill, Minersville PA	\$ 585.54	Same as above.
Chris Scott, Legal Intern	4/9/14 – 4/11/14 USP Lewisburg, Lewisburg PA FCI Schuylkill, Minersville PA	\$ 295.94	Same as above.
Rev. Samuel Whittaker, Board Member	4/29/14 – 5/2/14 USP Victorville, Victorville CA FCI Victorville Medium I, Victorville CA FCI Victorville Medium II,	\$ 1,240.10	Same as above.

	Victorville CA		
Cara Compani, Program Analyst	4/29/14 – 5/2/14 USP Victorville, Victorville CA FCI Victorville Medium I, Victorville CA FCI Victorville Medium II, Victorville CA	\$ 1,432.48	Same as above.
Brendan Valentine, Legal Intern	4/29/14 – 5/2/14 USP Victorville, Victorville CA FCI Victorville Medium I, Victorville CA FCI Victorville Medium II, Victorville CA	\$ 1,229.10	Same as above.
Rev. Samuel Whittaker, Board Member	8/3/14 – 8/5/14 USP Canaan, Waymart PA FCI Otisville, Otisville NY	\$ 627.57	Same as above.
Katharine Huffman, Board Member	8/3/14 – 8/5/14 USP Canaan, Waymart PA	\$ 535.02	Same as above.
Cara Compani, Program Analyst	8/3/14 – 8/5/14 USP Canaan, Waymart PA FCI Otisville, Otisville NY	\$ 888.37	Same as above.
Conner Curtin, Legal Intern	8/3/14 – 8/5/14 USP Canaan, Waymart PA FCI Otisville, Otisville NY	\$ 626.07	Same as above.
Rev. Samuel Whittaker, Board Member	8/17/14 – 8/19/14 FCI Petersburg Low, Hopewell VA FCI Petersburg Medium, Hopewell VA	\$ 436.19	Same as above.
Cara Compani, Program Analyst	8/17/14 – 8/19/14 FCI Petersburg Low, Hopewell VA FCI Petersburg Medium, Hopewell VA	\$ 573.01	Same as above.

Conner Curtin, Legal Intern	8/17/14 – 8/19/14 FCI Petersburg Low, Hopewell VA FCI Petersburg Medium, Hopewell VA	\$ 436.19	Same as above.
Rev. Samuel Whittaker, Board Member	8/24/14 – 8/26/14 USP Hazelton, Bruceton Mills, WV SFF Hazelton, Bruceton Mills, WV	\$ 355.80	Same as above.
Cara Compani, Program Analyst	8/24/14 – 8/26/14 USP Hazelton, Bruceton Mills, WV SFF Hazelton, Bruceton Mills, WV	\$ 889.54	Same as above.
Conner Curtin, Legal Intern	8/24/14 – 8/26/14 USP Hazelton, Bruceton Mills, WV SFF Hazelton, Bruceton Mills, WV	\$ 355.80	Same as above.
Rev. Samuel Whittaker, Board Member	9/24/14 – 9/25/14 Rivers CI, Winton NC	\$ 488.06	Same as above.
Katharine Huffman, Board Member	9/24/14 – 9/25/14 Rivers CI, Winton NC	\$ 528.77	Same as above.
Cara Compani, Program Analyst	9/24/14 – 9/25/14 Rivers CI, Winton NC	\$ 682.72	Same as above.

FY 2015 (to date)

Name / Position	Date / Destination	Total Expense	Justification
Rev. Samuel Whittaker, Board Member	11/16/14 – 11/18/14 FCI Bennettsville, Bennettsville SC FCI Edgefield, Edgefield SC	\$ 347.17	The CIC is mandated to inspect and monitor conditions of confinement at facilities operated by the FBOP, DC DOC, or their private contractors that incarcerate DC inmates. The travel enabled the CIC to inspect the facility or facilities listed as the destination.
Cara Compani, Program Analyst	11/16/14 – 11/18/14 FCI Bennettsville, Bennettsville SC FCI Edgefield, Edgefield SC	\$ 769.36	Same as above.
John Kowalko, Legal Fellow	11/16/14 – 11/18/14 FCI Bennettsville, Bennettsville SC FCI Edgefield, Edgefield SC	\$ 347.17	Same as above.
Katharine Huffman, Board Member	12/4/14 – 12/5/14 FCI Cumberland, Cumberland MD	\$ 186.52	Same as above.
Cara Compani, Program Analyst	12/4/14 – 12/5/14 FCI Cumberland, Cumberland MD	\$ 361.01	Same as above.
John Kowalko, Legal Fellow	12/4/14 – 12/5/14 FCI Cumberland, Cumberland MD	\$ 186.52	Same as above.

ATTACHMENT 6

DC Corrections Information Council Fiscal Year 2015 Performance Plan

SUMMARY OF SERVICES

The CIC was established by the Revitalization Act of 1997 and expanded by the District of Columbia Jail Improvement Act of 2003. The CIC is an independent monitoring body made up of three Board Members; two are appointed by the Mayor and one by the Council of the District of Columbia. The CIC is mandated to inspect and monitor conditions of confinement at facilities operated by the Federal Bureau of Prisons (FBOP), DC Department of Corrections (DOC) and their contract facilities where DC residents are incarcerated to ensure compliance with constitutional requirements, human rights, statutory requirements, and institutional standards that govern the operation of these facilities, and best practices. Additionally, the CIC assesses programs and services available to DC residents at these facilities. Through its mandate, the CIC collects information from many different sources, including site visits, and reports its observations and recommendations to the DC Mayor, the DC Deputy Mayor of Public Safety and Justice, the DC City Council, the Director of the FBOP, the Director of the DOC, and the DC community. As of June 2014 there were 5,515 DC inmates (5,294 males and 221 females) in FBOP Custody, including inmates in transit and at the DC Jail, and 1,961 residents in DOC custody. DC inmates in DOC custody are located in Correctional Detention Facility (DC Jail), Correctional Treatment Facility (CTF), and two Residential Reentry Centers (RRCs) in the District. DC inmates in FBOP custody are located in 114 facilities in 84 different locations (there are ten Federal Correctional Complexes that have several different facilities at the same location) located in 34 states and the District.

The CIC's independent prison monitoring, as opposed to government or industry oversight, ensures accurate, unbiased information about the status of specific prisons, jails and RRCs as well as the system as a whole. This type of oversight provides staff and inmates with the knowledge that an independent body is observing and reporting on the conditions of confinement at each facility. Through the inspection and reporting process the CIC provides transparency and knowledge to government officials and the DC community as a whole, allowing for accountability and recommendations.

OBJECTIVE 1: Conduct comprehensive inspection of facilities housing DC inmates.

INITIATIVE: 1.1: Inspect, monitor, and report on conditions of confinement at facilities where DC residents are incarcerated in DC and across the U.S.

In FY 2014 the CIC will complete 16 thematic and facility inspections here in the District and across the US. In FY 2015 the CIC will continue to fulfill mandated activities by inspecting 18 facilities operated by the DOC, FBOP, and their contract facilities in the District and across the US. The facility inspections have and will continue to include an onsite inspection, document review, observation of programming, and staff and inmate interviews.

An important aspect of the CIC's mandate includes the DC Jail, CTF, and the RRCs in DC. In FY 2014 the CIC implemented a policy of regular monitoring of DC DOC jail facilities via several meetings with the DOC and visits to the DC Jail and CTF. In FY 2015 the CIC will continue this initiative by quarterly meetings with DOC and bi-annual tours of the DC Jail and CTF.

In FY 2013 the CIC implemented an inspection policy and schedule that allows the CIC to visit different security level facilities and medical centers, and regions.

- FBOP facilities with 50 or more DC inmates (currently 30 facilities), are placed on a three year rotating schedule. Each facility will be visited once every three years; however more frequent visits may be arranged depending on the specific circumstances;
- FBOP facilities with between 20 and 50 DC residents (currently this is 14 facilities), we will attempt to visit once every five years. Out of these 14 facilities, five are located at federal correctional complexes and will be on a three year rotation because other facilities at the complex have greater than 50 DC residents. We will have contact (through personal letters or surveys) with all DC residents at these facilities once every two years;
- FBOP facility with less than 20 DC residents, currently this is 68 facilities, we will have contact (through personal letters or surveys) with all DC residents at these facilities once every two years. The CIC will attempt to visit once every five years; and
- Rivers Correctional Institute, with over 600 DC residents, we will visit annually;
- For RRCs in DC, we will inspect a minimum of one per year; and
- Conduct regular monitoring of DC DOC jail facilities

Completion Date: September 30, 2015.

OBJECTIVE 2: Promote Community Outreach

INITIATIVE 2:1. Facilitate outreach to the DC Community

The DC community and their concerns, experience, and expertise are extremely important to the CIC. Throughout FY 2014 the CIC Board, program analyst, office manager, and community outreach intern attended more than 12 community meetings, DC Council hearings, forums, and events with DC community members to understand their concerns regarding conditions of confinement and reentry into the DC community. Additionally, in FY 2014 the CIC held seven public meetings, these brought together a variety of stakeholders to discuss issues relevant to the CIC.

In FY 2014 the CIC had one community outreach intern to assist with outreach, providing information about the CIC to DC community residents and organizations and gathering input from them. The intern obtained information from returning citizens, family members and loved ones of currently incarcerated individuals, and other sources relevant to the CIC's work; collected and responded to letters, calls and other inquiries for the CIC; and made referrals to other reentry service organizations and other community providers. In FY 2015 will further the

same goals and increase the volume of community outreach completed by the CIC. **Completion Date: September 30, 2015.**

OBJECTIVE 3: Develop the CIC Administratively

INITIATIVE 3.1: Set up confidential office space

The CIC is still facing administrative obstacles. The CIC guarantees all DC residents anonymity for phone conversations and written correspondence. To date the CIC's office space has not been confidential and does not have the capacity to maintain confidentiality as the work of the CIC increases. We do not believe anyone will infringe on the CIC's privacy; however, without an office with a door the CIC cannot guarantee the confidentiality that is crucial to our inspecting and monitoring role. Therefore, in FY 2015 the CIC will continue to work toward a more secure office space. **Completion Date: September 30, 2015.**

INITIATIVE 3: Increase CIC full time staff

The CIC's mandate includes almost 6,000 DC residents in FBOP custody and over 2,000 DC residents in DOC custody. In FY 2013 and 2014 the CIC staff included one full time staff person, one volunteer community outreach intern for approximately ten hours per week, and a contract office manager. In FY 2015 the CIC was awarded two additional FTEs. The two FTEs will assist the CIC greatly and we will work to obtain one additional full time employee to fulfill the mandate of the CIC. **Completion Date: September 30, 2015.**

OBJECTIVE 4: Obtain Training from Local and National Experts to Develop Best Inspection and Monitoring Practices

INITIATIVE 4.1: Continue training from members of the DC community and experts in prison oversight.

In FY 2014, the CIC held more than three training sessions with members of the DC community and experts in prison oversight. The sessions included training on general information about DC agencies and organizations, best inspection and monitoring practices, and areas of concern for D.C residents in DOC and FBOP custody. In FY 2015, the CIC will continue training with local and national experts. **Completion date: September 30, 2015.**

OBJECTIVE 5: Reach a Larger Portion of DC Residents in FBOP custody.

INITIATIVE 5.1: Send a survey to a statistically significant portion of DC inmates in FBOP custody.

In FY 2015 the CIC will send a survey about conditions of confinement and reentry to a statistically significant portion (at least 1/3) of DC residents at each FBOP facility where DC residents are incarcerated. The CIC continues to look for innovative ways to reach larger portions of the DC inmate population in FBOP custody. **Completion date: September 30, 2015.**

The four measures and their proposed Key Performance Indicators are included in the chart below.

PROPOSED KEY PERFORMANCE INDICATORS (CIC)

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of site visits at FBOP and DOC facilities	9	16	16	18	20	20
Percentage of DC inmates at FBOP facilities the CIC inspects	25%	30%	30%	35%	35%	35%
Number of community outreach meetings	12	12	> 20	12	12	12
Number of training sessions held with DC and national experts in prison oversight	5	3	> 3	3	3	3