

**DGS OIG and ODCA RECOMMENDATIONS
FY13, FY14 and FY15**

Agency	Report Date	Report #	Title	Reporting Agency	Recommendation #	Recommendation Description	Agency Response & Status
DGS	6/19/2014	None Listed	Audit of Eastern Market Program & Fund	OCDA	1	OCDA recommended that DGS execute new lease agreement with all South Hall merchants that reflect market rates. Until new lease agreement are signed, DGS should enforce hold over provision of lease agreements.	DGS is in the process of preparing new lease agreements with South Hall tenants and will enforce hold over provisions with existing tenants as appropriate. The goal is to have all issues resolved by 6/30/15.
DGS	6/19/2014	None Listed	Audit of Eastern Market Program & Fund	OCDA	2	OIG Recommended that DGS enforce and collect the \$3500 in late payment penalties for South Hall merchants in accordance with the lease agreement.	Eastern Market manager will send notification to vendors advising of late fees by not later than 03/10/15 and will make reasonable attempts to collect outstanding fees.
DGS	6/19/2014	None Listed	Audit of Eastern Market Program & Fund	OCDA	3	ODCA recommended that DGS create a standard contract for North Hall Rentals that documents all relevant information and that are approved and signed by the CPMO.	DGS is currently developing the standard form contract and this is anticipated to be completed by 7/31/15.
DGS	6/19/2014	None Listed	Audit of Eastern Market Program & Fund	OCDA	4	ODCA recommended that DGS and OFRM conduct monthly deposit reconciliation	Lease administration software to accomplish this is currently being developed and should be fully operational by 6/30/15.

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DGS	12/1/2014	None Listed	Draft Report of Re-Inspection of PSD - 2010 Report of Special Evaluation	OIG	1	That the Director implement a formal plan for providing ASP baton and OC spray training.	ASP and OC training are now tracked formally under PSD's recently implemented iManage program. Within the newly implemented program, PSD has included a feature/modular that will support continued compliance with this and all training requirements. Additionally, as a part of the Division internal review process, the Risk Management Specialist will conduct an independent review of the records and processes to ensure required training is being conducted and brief report results to the Associate Director of Security quarterly.
DGS	12/1/2014	None Listed	Draft Report of Re-Inspection of PSD - 2010 Report of Special Evaluation	OIG	2	That DGS ensure that post orders prominently display the effective date or date of last revision. That DGS enact a policy that requires annual post order reviews and revisions (if necessary) and designates which PSD employee is responsible for conducting these reviews.	PSD's current requirement for post orders is 84. PSD has reviewed and is revising/modifying 60 of those requirements. The revisions and/or modifications include direct coordination with each facility manager and building tenants to adequately produce effective post orders. May 1, 2015 is the projected date to complete post order development and dissemination to all sites. PSD's proposed governance policy directs that post orders are developed and provided prior to assuming duties at any post. Additionally, the mitigation process will develop a schedule to track post order issuance, dates, revision dates, amended dates and expiration dates.

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DGS	12/1/2014	None Listed	Draft Report of Re-Inspection of PSD - 2010 Report of Special Evaluation	OIG	3	That DGS ensure that PSD's training curricula comply with DCMR requirements outlined in 6 DCMR A1107a and that DGS ensure that documentation from all SPO training is collected and documented in the appropriate PSD training file.	PSD has been working with a vendor to create a compliance tool to meet the specific needs of the division. The new record management and compliance system tracks the number of hours for all training completed by PSD personnel. The system also includes an automatic alert when certifications are expiring in 60-90 days. A copy of the alert is sent to the immediate supervisor. The completed version is scheduled for completion January 23rd. User acceptance testing scheduled January 25-27th.
DGS	12/1/2014	None Listed	Draft Report of Re-Inspection of PSD - 2010 Report of Special Evaluation	OIG	4	That DGS develop and implement procedures to ensure that both a DCHR non-criminal background check and an SOMB background check are completed for each SPO applicant and that all results are disseminated to PSD hiring officials.	DGSHR and PSD have drafted updated procedures for disseminating background checks and other required hiring information.
DGS	12/1/2014	None Listed	Draft Report of Re-Inspection of PSD - 2010 Report of Special Evaluation	OIG	5	That DGS implement a policy requiring pre-employment physicals for all of its SPOs and that DGSHR document the results of those physicals in SPO's personnel folders.	The proposed PSD Governance Manual does not stipulate that special police officers must receive a physical exam every two years. Union contract negotiations between DGS PSD and FOP are ongoing. Once the contract negotiations are concluded, if applicable, physical examinations requirements may be included in the PSD Governance manual.

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DGS	12/1/2014	None Listed	Draft Report of Re-Inspection of PSD - 2010 Report of Special Evaluation	OIG	6	1) That within 14 days of the issuance of this report, DGS complete a risk assessment to determine which policies and procedures are most critical to protecting public safety, the welfare of PSD officers and the financial well-being of the District government. 2) That within 21 days of completing the risk assessment, DGS publish interim and final written policies and procedures for PSD operations deemed high risk. 3) That within 30 calendar days of completing the risk assessment, DGS publish a schedule detailing when the implementation of remaining operational procedures can be expected and 4) That DGS implement a procedure for disseminating official PSD policies and verifying that SPOs received the instructions.	In November 2014, a comprehensive proposed PSD governance manual was developed to address core functions of PSD, which includes a chapter on Operations for PSD Officers hired by DC Government and contract officers. The chapter is very detailed and thoroughly addresses the daily operating procedures for frontline employees. Topics in the Operations chapter include: Building Operations, Weapons, Training, Use of Force, Types of Security Posts, Appearance Standards and a variety of other topics. The manual has undergone review by DGS Legal and is in the process of internal PSD reviews. The expected passage and adoption of the proposed PSD Governance manual is July 2015.
DGS		OIG MAR 14-1-002	Security Gaps	OIG	1	Draft and provide the OIG with a written plan to secure the back hallway and deny access to unauthorized individuals. This plan should include a reasonable timetable for its effectuation.	PSD presented an acceptable mitigation option.

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DGS		OIG MAR 14-1-002	Security Gaps	OIG	2	Install access control hardware in each of the freight elevators denying access to anyone who does not have a District government employee identification card or valid credential for that particular floor.	PSD determined that there are sufficient countermeasures in place and will support the development and implementation of policies and procedures that support the consistent and effective use of countermeasures already in place.
DGS		OIG MAR 14-1-002	Security Gaps	OIG	3	Ensure that a security camera in the Old Council Chambers feeds images to the monitors at the lobby's security station.	DGS will work with administration to identify funding to implement this recommendation.
DGS	13-May-14	OIG MAR 14-1-001	Operations Special Police Officers May pose Risk to District when providing law	OIG	1	That DGS request a legal opinion from the OAG that defines jurisdiction	DGS has requested and received legal opinion from OAG as recommended.
DGS	13-May-14	OIG MAR 14-1-001	Operations Special Police Officers May pose Risk to District when providing law	OIG	2	That until the OAG issues its opinion, DGS should temporarily assign patrol operations to fixed posts.	DGS disagreed with this recommendation and determined that recommendation was not feasible.
DGS	13-May-14	OIG MAR 14-1-001	Operations Special Police Officers May pose Risk to District when providing law	OIG	3	That DGS promptly disseminate guidance based on OAG opinion to every PSD employee.	DGS counsel are currently in the process of training PSD personnel regarding the legal opinion provided by OAG. Training will be completed by Spring 2015.
Eastern Market							

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PSD Reinspe ction							
PSD MAR							
PSD Jurisdic tion							