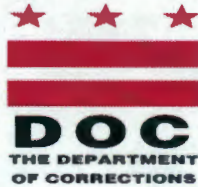


**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



Office of the Director

February 26, 2016

The Honorable Kenyan McDuffie
Chairman
Committee on the Judiciary
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W., Suite 506
Washington, DC 20004

Dear Chairman McDuffie:

Enclosed please find responses to the Department of Corrections' 2016 performance oversight questions. Our point of contact is Sylvia Lane, Government and Public Affairs Coordinator, who may be reached on 202-671-2137 or sylvia.lane2@dc.gov, if further information is needed.

Sincerely,

A handwritten signature in black ink that reads 'Thomas Faust'. The signature is written in a cursive style with a large, sweeping 'T' and 'F'.

Thomas Faust
Director

Enclosures

General Questions--DOC

- 1. Please provide, as an attachment to your answers, a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel. Also provide the date that the information was collected on the chart.**

DOC's organization chart in requested format is attached – Attachment 1, effective February 2016.

Changes reflected on our organization chart include: A division of EEO and Diversity was created reporting to the Deputy Director for Management Support; while the Office of Accreditation and Compliance now reports to the Deputy Director for Operations and a Program Analyst Position was created reporting to the Deputy Director for Operations. In addition, Religious and Volunteer Services has been consolidated into a single division, and a Mental Health Unit was created reporting to the Deputy Warden for Programs.

The Central Cell Block Operations, Inmate Court Transportation Unit, Inmate Reception Center, and Inmate Visitation have been consolidated under Shift Operations reporting to each of three Majors who report to the Deputy Warden for Operations. Continuity of Operations has been consolidated under the Risk Management Division reporting to the Deputy Director for Management Support.

- a. Please provide an explanation of the roles and responsibilities for each division and subdivision.**

The agency is comprised of the below divisions and subdivisions:

- A. The Office of the Director:** The Director provides overall leadership and formulates measurable goals and objectives to carry out the mission and philosophy of the DOC.

The Office includes:

The Office of the General Counsel (OGC): The Office of the General Counsel provides legal advice and guidance to the Director and DOC staff in the performance of their duties. The OGC serves as the primary liaison with the courts and other legal entities.

The Office of Government and Public Affairs (OGPA): – The Office of Government and Public Affairs maintains effective intragovernmental and intergovernmental relationships and expands public awareness of DOC programs and activities, and fosters development of a positive agency image by engaging the media and external stakeholders in a timely, accurate, respectful and transparent manner.

The Office of Investigative Services (OIS): -- Conducts administrative investigations concerning misconduct of DOC staff, volunteers, and contract employees for violations of DOC policy and/or D.C. Municipal Regulations (DCMR); and conducts criminal investigations of violations of the DC Criminal Code and the Federal Code by DOC inmates, staff, volunteers, and contractors.

B. The Office of the Deputy Director for Operations (ODDO): The Deputy Director for Operations has oversight responsibility for day-to-day operations that affect the safety, security and order of facilities and provision of programs and services that ensure a humane environment and offer adjustment and rehabilitative opportunities to inmates in DOC custody.

The Office includes:

Central Detention Facility (CDF) Warden: The Warden of the CDF oversees day to day operations for the jail, the inmate transportation unit; case management/programs, facilities management and PREA compliance.

- **CDF Security Operations:** Includes shift operations at the CDF including housing unit supervision, inmate supervision that supports programs and services, Inmate Reception Center (IRC) operations, Central Cell Block operation, inmate transportation and ancillary operations.
- **Inmate Programs and Services:** Reentry programming, women's programming, juvenile programs and services, educational programs, substance abuse treatment, religious and volunteer services, case management; and mental health services.
- **Facilities Maintenance:** Provides maintenance for CDF and training academy facilities.
- **PREA Compliance:** Ensures training on the Federal Prison Rape Elimination Act (PREA) for all DOC employees, ensures compliance with USDOJ certification requirements to address sexual abuse, and monitors compliance at the CDF, halfway houses, and coordinates compliance reporting for the CTF.

Special Assistant to the Deputy Director for Operations: Oversees compliance operations related to three key areas: Inmate Records, Community Corrections Administration, and case management at the Correctional Treatment Facility (CTF).

- **Inmate Records:** Processes all legal paperwork associated with judgement and commitment, release, and other records related to commitment, transfer and release of inmates under DOC custody.
- **Community Corrections Administration:** Oversees operations related to supervision of DOC inmates who are in half-way houses and supervises community based inmate work squads.
- **Case Management Services at the CTF:** Ensures that all federal inmates and other special populations inmates housed at the CTF comply with DOC standards for placement.

Training: Coordinates and ensures provision of basic correctional training, pre-service and in-service training, specialized training/staff development initiatives for the DOC workforce, contractors and volunteers.

Accreditation & Compliance: Maintains records and facilitates compliance with ACA accreditation standards and process, and serves as the DOC point of contact for audits.

C. The Office of the Deputy Director for Management Support (DDMS): The Deputy Director for Management Support oversees ancillary functions that support direct line operations focusing on the care and custody of inmates.

The Office includes:

Strategic Planning and Analysis: Provides strategic planning; manages the performance measurement and reporting program; provides data/analysis, conducts assessment surveys; and develops and provides forecasts within the context of business processes.

Human Resources Management: Oversees agency personnel functions including recruitment, hiring employee relations, labor relations, and associated services.

Contract Administration: Serves as liaison to the OCP Contracting Officer assigned to DOC and assists with the procurement planning and source selection phases of the contracting process. Also conducts monitoring of vendor performance, inspections and implementation of vendor corrective action.

Risk Management: Serves as liaison to the D.C. Office of Risk Management; develops comprehensive emergency response plans for DOC facilities; identifies and develops mitigation strategies to address division/office/function specific risks; and coordinates compliance with fire and safety laws and regulations.

EEO/ Diversity: Supports agency compliance with EEO laws and supports and promotes diversity within its workforce.

Information Technology: Oversees network operations and support; systems administration and support; database administration and support; applications development and support; specialized systems operation and support; and IT helpdesk functions.

Engineering Services : Implements projects over life-cycle to include the planning, execution, and training phases, researches, analyzes, develops and evaluates technical proposals; supports capital budget formulation; develops database reports and runs queries; and evaluates and provides recommendations on capital improvement, technical and operational efficiency proposals.

Health Services Administration: Oversees the Unity Health Care contract; works in collaboration with health care provider and other public and private sector entities on all aspects of medical service delivery for DCDOC inmates; troubleshoots and assesses functionality of systems/programs; addresses inquiries regarding inmate health concerns and tracks data on health services.

Federal Billing Unit: Handles billing for the housing and transportation of federal inmates; compilation and distribution of daily prisoner external medical escorts appointment list; reimbursement follow up on invoices; and multiple report verifications and system updates.

Fleet Management: Oversees scheduled maintenance of vehicles; manage GSA lease program; ensure vehicle reliability and readiness; maintain American Correctional Association standards and records; and manage fuel purchasing practices.

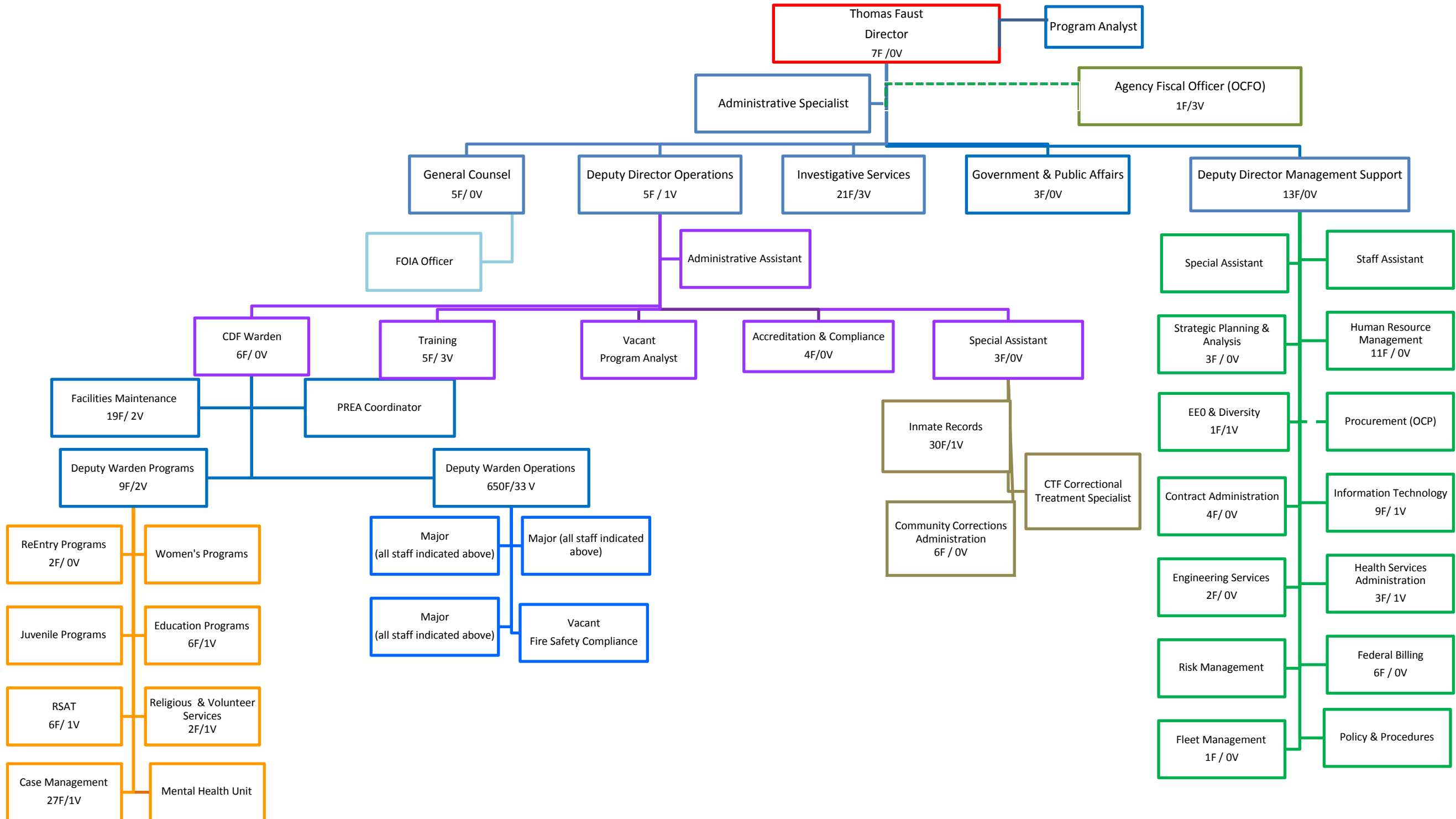
Policy and Procedures: Oversees the formulation, review and maintenance of agency policies and procedures.

Procurement: Procures goods and services for various departmental entities to support operations/programs.

Attachment 1

DC Department of Corrections

2/9/2016



- 2. Please provide, as an attachment, a current Schedule A for the agency, which identifies all employees by title/position, current salaries, fringe benefits, and program. This Schedule A should also indicate if the positions are continuing/ term/ temporary/ contract and whether they are vacant or frozen positions.**
 - a. For each vacant position, please provide the status of the agency's efforts to fill the position, as well as the position number, the title, the program number, the activity number, the grade, the salary, and the fringe associated with each position. Please also indicate whether the position must be filled to comply with Federal or local law.**
 - b. For each filled position, please provide the employee's length of service with the agency.**

Please see Attachment 2 for DOC response.

Attachment 2

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00001024	110A	1110	F	CLERICAL ASSISTANT	6/3/2013	7	5	46,720.00	13,034.88	59,754.88	1.00	Reg		N
FLO	16	00004200	110A	1110	F	Deputy Director for Operations	4/21/2014	16	0	142,140.00	39,657.06	181,797.06	1.00	Reg		N
FLO	16	00007297	110A	1110	F	LEGAL INSTRUMENTS EXAMINER	5/26/2009	8	7	58,069.00	16,201.25	74,270.25	1.00	Reg		N
FLO	16	00009374	110A	1110	F	ADMIN SPEC	5/22/2000	13	10	101,385.00	28,286.42	129,671.42	1.00	Reg		N
FLO	16	00011949	110A	1110	F	Dir., Dept. of Corrections	10/11/2011	E5	0	195,703.04	54,601.15	250,304.19	1.00	Reg		N
FLO	16	00023294	110A	1110	F	Clerical Assistant (OA)	10/5/2015	5	2	34,574.00	9,646.15	44,220.15	1.00	Term		N
FLO	16	00027722	110A	1110	F	Staff Assistant	2/11/2013	11	2	56,969.00	15,894.35	72,863.35	1.00	Reg		N
FLO	16	00029056	110A	1110	F	Deputy Director of Management	10/4/2004	16	0	158,620.00	44,254.98	202,874.98	1.00	Reg		N
FLO	16	00032821	110A	1110	F	Special Assistant	10/3/1982	12	6	78,894.00	22,011.43	100,905.43	1.00	Reg		N
FLO	16	00042442	110A	1110	F	Clerical Assistant	11/18/1992	7	10	53,845.00	15,022.76	68,867.76	1.00	Reg		N
FLO	16	00045799	110A	1110	F	CLERICAL ASSISTANT	11/13/1995	6	10	48,634.00	13,568.89	62,202.89	1.00	Reg		N
FLO	16	00045846	110A	1110	F	Staff Assistant	2/10/2014	9	2	47,275.00	13,189.73	60,464.73	1.00	Term		N
FLO	16	00008406	110C	1110	F	Attorney Advisor	11/16/2015	12	4	83,699.00	23,352.02	107,051.02	1.00	Reg		N
FLO	16	00039573	110C	1110	F	Records Info and Privacy Ofc	2/14/2011	14	7	110,874.00	30,933.85	141,807.85	1.00	Reg		N
FLO	16	00042000	110C	1110	F	SUPERVISOR ATTORNEY ADVISOR	3/2/1992	2	0	169,372.00	47,254.79	216,626.79	1.00	Reg		N
FLO	16	00051242	110C	1110	F	Paralegal Specialist	10/9/2012	11	3	63,536.00	17,726.54	81,262.54	1.00	Reg		N
FLO	16	00012401	110H	1110	F	AGENCY FISCAL OFFICER	7/10/2005	16	2	145,568.00	40,613.47	186,181.47	1.00	Reg		N
FLO	16	00020633	110H	1110	F	SENIOR BUDGET ANALYST	9/27/2004	13	4	93,291.00	26,028.19	119,319.19	1.00	Reg		N
FLO	16	00008951	110J	1110	F	LEGAL INSTRUMENTS EXAMINER	12/7/2007	8	7	58,069.00	16,201.25	74,270.25	1.00	Reg		N
FLO	16	00015956	110J	1110	F	LEGAL INSTRUMENTS EXAMINER	3/9/1992	8	10	62,665.00	17,483.54	80,148.54	1.00	Reg		N
FLO	16	00025836	110J	1110	F	CORRECTIONAL PROGRAM SPECIALIS	6/26/1986	11	8	75,538.00	21,075.10	96,613.10	1.00	Reg		N
FLO	16	00042407	110J	1110	F	CORRECTIONAL PROGRAM SPECIALIS	6/25/1991	11	7	73,500.00	20,506.50	94,006.50	1.00	Reg		N
FLO	16	00042438	110J	1110	F	LEGAL INSTRUMENTS EXAMINER	8/20/2007	8	6	56,537.00	15,773.82	72,310.82	1.00	Reg		N
FLO	16	00042449	110J	1110	F	LEGAL INSTRUMENTS EXAMINER	7/8/2007	8	5	55,005.00	15,346.40	70,351.40	1.00	Reg		N
FLO	16	00046339	110J	1110	F	Supv Correctional Pgm Spec(FBU)	10/7/2013	12	0	88,525.00	24,698.48	113,223.48	1.00	Reg		N
FLO	16	00010339	110K	1110	F	Management Liaison Specialist	1/13/2014	12	5	76,774.00	21,419.95	98,193.95	1.00	Term		N
FLO	16	00016858	110K	1110	F	Supervisory Public Affairs Spc	9/30/1985	14	0	131,795.99	36,771.08	168,567.07	1.00	Reg		N
FLO	16	00082639	110K	1110	F	Public Affairs Specialist	7/21/2008	13	3	83,731.00	23,360.95	107,091.95	1.00	Reg		N
FLO	16	00000895	110L	1110	F	OPERATIONS RESEARCH ANALYST	8/24/2015	14	1	93,000.00	25,947.00	118,947.00	1.00	Reg		N
FLO	16	00015549	110L	1110	F	Supervisory Statistician	7/12/2004	14	0	135,457.83	37,792.73	173,250.56	1.00	Reg		N
FLO	16	00071674	110L	1110	F	OPERATIONS RESEARCH ANALYST	5/10/2010	14	5	104,916.00	29,271.56	134,187.56	1.00	Reg		N
FLO	16	00077731	110L	1110	F	Operations Research Analyst	9/8/2015	13	4	86,253.00	24,064.59	110,317.59	1.00	Reg		N
FLO	16	00001865	120A	1120	F	Management Liaison Specialist	7/2/2012	13	8	96,341.00	26,879.14	123,220.14	1.00	Reg		N
FLO	16	00008815	120A	1120	F	Management Liaison Specialist	1/18/2011	13	10	101,385.00	28,286.42	129,671.42	1.00	Reg		N
FLO	16	00009306	120A	1120	F	CLERICAL ASST TYPING	1/27/1985	6	10	44,967.00	12,545.79	57,512.79	1.00	Reg		N
FLO	16	00020617	120A	1120	F	DRUG & EMPLOYEE PGM SPEC	7/30/1987	11	10	71,161.00	19,853.92	91,014.92	1.00	Reg		N
FLO	16	00021749	120A	1120	F	MANAGEMENT ANALYST	10/28/1984	11	9	69,387.00	19,358.97	88,745.97	1.00	Reg		N
FLO	16	00026639	120A	1120	F	LABOR RELATIONS & WORKFORCE	6/20/2011	13	8	96,341.00	26,879.14	123,220.14	1.00	Reg		N
FLO	16	00026804	120A	1120	F	Human Resources Officer II	8/17/2015	14	0	128,750.00	35,921.25	164,671.25	1.00	Reg		N
FLO	16	00035964	120A	1120	F	Equal Employment Specialist	3/24/2003	13	4	86,253.00	24,064.59	110,317.59	1.00	Reg		N
FLO	16	00045800	120A	1120	F	Management Liaison Asst.	7/13/2008	8	10	53,591.00	14,951.89	68,542.89	1.00	Reg		N
FLO	16	00045802	120A	1120	F	Management Liaison Asst.	7/13/2008	8	9	52,264.00	14,581.66	66,845.66	1.00	Reg		N
FLO	16	00075397	120A	1120	F	Management Liaison Specialist	7/2/2012	11	0	71,164.94	19,855.02	91,019.96	1.00	Reg		N
FLO	16	00008969	120C	1120	F	Correctional Program Specialis	3/28/2009	13	6	91,297.00	25,471.86	116,768.86	1.00	Reg		N
FLO	16	00035414	120C	1120	F	TRAINING ADMINISTRATOR	9/8/2015	14	0	96,755.11	26,994.68	123,749.79	1.00	Reg		N
FLO	16	00037792	120C	1120	F	TRAINING MGR	1/25/2016	13	0	86,645.00	24,173.96	110,818.96	1.00	Reg		N
FLO	16	00045504	120C	1120	F	TRAINING SPECIALIST	10/15/2007	12	6	78,894.00	22,011.43	100,905.43	1.00	Reg		N
FLO	16	00045506	120C	1120	F	TRAINING SPECIALIST	10/29/2007	12	6	78,894.00	22,011.43	100,905.43	1.00	Reg		N
FLO	16	00045507	120C	1120	F	TRAINING SPECIALIST	10/20/2010	12	6	78,894.00	22,011.43	100,905.43	1.00	Reg		N
FLO	16	00005935	120H	1120	F	CONTROLLER	12/7/1987	16	10	171,161.00	47,753.92	218,914.92	1.00	Reg		N
FLO	16	00012572	120H	1120	F	ACCOUNTANT	1/26/2004	12	9	92,209.00	25,726.31	117,935.31	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00027361	120H	1120	F	ACCOUNTS PAYABLE TECH	1/23/1989	9	10	63,797.00	17,799.36	81,596.36	1.00	Reg		N
FLO	16	00078360	130A	1130	F	Program Analyst	10/2/2009	14	2	95,979.00	26,778.14	122,757.14	1.00	Reg		N
FLO	16	00085665	130A	1130	F	Emergency Mgmt Prog Spec	1/25/2016	13	4	86,253.00	24,064.59	110,317.59	1.00	Term		N
FLO	16	00029139	130G	1130	F	Management and Program Analyst	6/30/2014	11	2	56,969.00	15,894.35	72,863.35	1.00	Reg		N
FLO	16	00032650	130G	1130	F	Audit and Compliance Manager	10/15/2013	14	0	96,755.14	26,994.68	123,749.82	1.00	Reg		N
FLO	16	00034291	130G	1130	F	Management and Program Analyst	1/13/2014	11	3	58,743.00	16,389.30	75,132.30	1.00	Term		N
FLO	16	00007485	130H	1130	F	ACCOUNTING TECH	3/19/2007	9	10	63,797.00	17,799.36	81,596.36	1.00	Reg		N
FLO	16	00008246	130H	1130	F	PAYROLL TECH	9/8/2015	7	9	52,419.00	14,624.90	67,043.90	1.00	Reg		N
FLO	16	00008788	130H	1130	F	PAYROLL TECH	6/16/2014	8	6	55,223.00	14,570.22	66,793.22	1.00	Reg		N
FLO	16	00042405	130I	1130	F	Policy Analyst	12/21/1998	11	5	62,291.00	17,379.19	79,670.19	1.00	Reg		N
FLO	16	00007361	130J	1130	F	Supv Criminal Investigator (IA	2/7/1995	13	0	84,135.74	23,473.87	107,609.61	1.00	Reg		N
FLO	16	00011760	130J	1130	F	CSC Supervisor	11/13/2007	13	0	84,135.61	23,473.84	107,609.45	1.00	Reg		N
FLO	16	00017200	130J	1130	F	CORRECTIONAL OFFICER	10/26/2009	8	8	61,875.00	17,263.13	79,138.13	1.00	Term		N
FLO	16	00022113	130J	1130	F	SUPV CRIMINAL INVEST	11/4/2013	13	0	84,136.00	23,473.94	107,609.94	1.00	Reg		N
FLO	16	00029051	130J	1130	F	Supv Criminal Investigator (IA	12/4/1998	14	0	116,699.00	32,559.02	149,258.02	1.00	Reg		N
FLO	16	00034994	130J	1130	F	Clerical Assistant (OA)	3/5/2007	5	10	43,878.00	12,241.96	56,119.96	1.00	Reg		N
FLO	16	00042652	130J	1130	F	SUPV CORRECTIONAL OFFICER	5/16/1984	12	0	80,624.67	22,494.28	103,118.95	1.00	Reg		N
FLO	16	00043987	130J	1130	F	CRIMINAL INVEST	6/29/1992	12	5	76,774.00	21,419.95	98,193.95	1.00	Reg		N
FLO	16	00010436	130K	1130	F	Correct Prog Spec (PREA Coord)	12/5/2011	13	2	81,209.00	22,657.31	103,866.31	1.00	Reg		N
FLO	16	00002735	145A	1145	F	Supervisory IT Specialist	10/23/2000	14	0	128,368.90	35,814.92	164,183.82	1.00	Reg		N
FLO	16	00023423	145A	1145	F	IT Specialist (Network)	5/10/2010	13	5	96,020.00	26,789.58	122,809.58	1.00	Reg		N
FLO	16	00035374	145A	1145	F	Information Technology Spec.	1/28/2013	12	2	76,160.00	21,248.64	97,408.64	1.00	Reg		N
FLO	16	00071654	145A	1145	F	Information Technology Spec.	6/7/2010	12	6	85,332.00	23,807.63	109,139.63	1.00	Reg		N
FLO	16	00071658	145A	1145	F	IT Spec. Database Mgmt.)	2/11/2013	14	6	116,700.00	32,559.30	149,259.30	1.00	Reg		N
FLO	16	00071661	145A	1145	F	IT Specialist	11/17/2014	11	6	69,293.00	19,332.75	88,625.75	1.00	Reg		N
FLO	16	00071662	145A	1145	F	IT Specialist (Applic. Softwar	7/19/2010	14	2	103,808.00	28,962.43	132,770.43	1.00	Reg		N
FLO	16	00071687	145A	1145	F	IT Specialist (Network)	7/19/2010	14	5	113,477.00	31,660.08	145,137.08	1.00	Reg		N
FLO	16	00071692	145A	1145	F	Information Technology Spec.	6/7/2010	12	6	85,332.00	23,807.63	109,139.63	1.00	Reg		N
FLO	16	00005538	145D	1145	F	Supervisory General Engineer	6/10/2007	15	0	128,878.13	35,957.00	164,835.13	1.00	Reg		N
FLO	16	00013628	145D	1145	F	INDUSTRIAL ENGINEER	5/20/2013	14	6	107,895.00	30,102.71	137,997.71	1.00	Reg		N
FLO	16	00032420	145D	1145	F	IT Spec (Application Software)	11/30/2015	13	10	109,665.00	30,596.54	140,261.54	1.00	Reg		N
FLO	16	00071656	145D	1145	F	Industrial Engineer	12/2/2013	13	3	83,731.00	23,360.95	107,091.95	1.00	Reg		N
FLO	16	00007327	150B	1150	F	Fleet Program Manager	10/7/2013	12	0	85,773.00	23,930.67	109,703.67	1.00	Reg		N
FLO	16	00041371	150B	1150	F	Automotive Worker	9/5/2006	9	10	64,001.60	17,856.45	81,858.05	1.00	Reg		N
FLO	16	00026315	150F	1150	F	MATERIALS HANDLER	7/1/1988	4	10	47,715.20	13,312.54	61,027.74	1.00	Reg		N
FLO	16	00033118	150F	1150	F	Supvy Contract Administrator	8/24/2015	14	0	113,300.00	31,610.70	144,910.70	1.00	Reg		N
FLO	16	00082340	150F	1150	F	Contract Specialist	4/28/2008	11	4	65,455.00	18,261.95	83,716.95	1.00	Reg		N
FLO	16	00009501	150G	1150	F	CORRECTIONAL OFFICER	2/1/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00023018	150G	1150	F	CORRECTIONAL OFFICER	7/21/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00002340	160B	1160	F	Electrician Foreman	7/31/2009	10	10	70,770.00	19,744.83	90,514.83	1.00	Reg		N
FLO	16	00006749	160B	1160	F	PIPEFITTER	7/28/2009	9	7	58,884.80	16,428.86	75,313.66	1.00	Reg		N
FLO	16	00009161	160B	1160	F	Plumber/Pipefitter Foreman	7/31/2009	10	10	70,770.00	19,744.83	90,514.83	1.00	Reg		N
FLO	16	00009687	160B	1160	F	PAINTER	10/13/2009	8	5	52,811.20	14,734.32	67,545.52	1.00	Reg		N
FLO	16	00011506	160B	1160	F	Masonry Worker	12/30/2013	8	3	49,608.00	13,840.63	63,448.63	1.00	Reg		N
FLO	16	00012150	160B	1160	F	Supvy Facility Opr Spec	5/4/2015	14	0	96,756.00	26,994.92	123,750.92	1.00	Reg		N
FLO	16	00014771	160B	1160	F	AC Equipment Mechanic	5/10/2010	9	6	57,179.20	15,953.00	73,132.20	1.00	Reg		N
FLO	16	00015388	160B	1160	F	Door Systems Mechanic	2/1/2010	9	10	64,001.60	17,856.45	81,858.05	1.00	Reg		N
FLO	16	00016219	160B	1160	F	Locksmith	7/28/2009	9	10	64,001.60	17,856.45	81,858.05	1.00	Reg		N
FLO	16	00018036	160B	1160	F	AC Equip. Mechanic Foreman	6/4/2012	10	5	58,323.20	16,272.17	74,595.37	1.00	Reg		N
FLO	16	00019717	160B	1160	F	Electrician	6/18/2012	9	6	57,179.20	15,953.00	73,132.20	1.00	Reg		N
FLO	16	00019869	160B	1160	F	PAINTER	3/15/2010	8	5	52,811.20	14,734.32	67,545.52	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00026116	160B	1160	F	AC Equip. Mechanic Foreman	9/21/2009	10	10	70,770.00	19,744.83	90,514.83	1.00	Reg		N
FLO	16	00027699	160B	1160	F	Welder	4/12/1991	9	6	57,179.20	15,953.00	73,132.20	1.00	Reg		N
FLO	16	00035212	160B	1160	F	Electronics Mechanic	7/29/2013	10	3	54,745.60	15,274.02	70,019.62	1.00	Reg		N
FLO	16	00036062	160B	1160	F	Plumber/Pipefitter	11/23/2009	9	10	64,001.60	17,856.45	81,858.05	1.00	Reg		N
FLO	16	00042447	160B	1160	F	Computerized Maintenance Syste	8/2/2010	9	4	54,300.00	15,149.70	69,449.70	1.00	Reg		N
FLO	16	00044237	160B	1160	F	Plumber/Pipefitter	4/23/2012	9	6	57,179.20	15,953.00	73,132.20	1.00	Reg		N
FLO	16	00044239	160B	1160	F	Electrician	10/21/2013	9	5	55,473.60	15,477.13	70,950.73	1.00	Reg		N
FLO	16	00008209	160D	1160	F	SUPV CORRECTIONAL OFFICER	5/29/1991	11	0	74,959.28	20,913.64	95,872.92	1.00	Reg		N
FLO	16	00010016	160F	1160	F	CORRECTIONAL OFFICER	10/1/1984	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010246	160F	1160	F	CORRECTIONAL OFFICER	4/27/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033401	160F	1160	F	CORRECTIONAL OFFICER	2/10/1994	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00001790	160L	1160	F	CORRECTIONAL OFFICER	3/16/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00002128	160L	1160	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00016098	160L	1160	F	CORRECTIONAL OFFICER	8/25/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00019206	160L	1160	F	CORRECTIONAL OFFICER - LEAD	8/13/1990	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00022749	160L	1160	F	CORRECTIONAL OFFICER	7/22/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00025775	160L	1160	F	CORRECTIONAL OFFICER	6/6/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032413	160L	1160	F	CORRECTIONAL OFFICER	7/17/1997	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00033312	160L	1160	F	CORRECTIONAL OFFICER	7/31/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033768	160L	1160	F	CORRECTIONAL OFFICER	1/30/2012	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00087487	160L	1160	F	Supervisory Equal Opportunity	1/12/2015	14	0	120,000.00	33,480.00	153,480.00	1.00	Reg		N
FLO	16	00010113	510B	2510	F	CORRECTIONAL OFFICER	3/25/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010327	510B	2510	F	CORRECTIONAL OFFICER	3/5/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00011225	510B	2510	F	CORRECTIONAL OFFICER	3/25/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00026558	510B	2510	F	CORRECTIONAL OFFICER - LEAD	3/28/1987	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00017103	510C	2510	F	CORRECTIONAL OFFICER	9/24/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00026476	510D	2510	F	CORRECTIONAL OFFICER	2/17/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00016744	510G	2510	F	CORRECTIONAL OFFICER	11/13/1986	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00004472	510K	2510	F	MAIL CLERK	5/10/2010	5	5	38,063.00	10,619.58	48,682.58	1.00	Reg		N
FLO	16	00023071	510K	2510	F	MAIL CLERK	6/1/2015	5	4	36,900.00	10,295.10	47,195.10	1.00	Term		N
FLO	16	00025126	510K	2510	F	MAIL CLERK	8/22/2005	5	7	47,902.00	13,364.66	61,266.66	1.00	Reg		N
FLO	16	00029132	510K	2510	F	CLERICAL ASSISTANT	3/5/2007	5	7	40,389.00	11,268.53	51,657.53	1.00	Reg		N
FLO	16	00002940	510L	2510	F	CORRECTIONAL OFFICER - LEAD	6/17/1991	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00009570	510L	2510	F	CORRECTIONAL OFFICER	8/15/2011	8	7	60,414.00	16,855.51	77,269.51	1.00	Reg		N
FLO	16	00016231	510L	2510	F	CORRECTIONAL PGM SPEC	7/16/1990	12	6	78,894.00	22,011.43	100,905.43	1.00	Reg		N
FLO	16	00017131	510L	2510	F	CORRECTIONAL OFFICER	5/7/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00020972	510L	2510	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00032967	510L	2510	F	LEAD CORRECTIONAL OFC	3/28/1988	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00083429	510L	2510	F	CORRECTIONAL OFFICER - LEAD	2/10/2011	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00006948	510M	2510	F	CORRECTIONAL OFFICER	11/9/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010019	510N	2510	F	CORRECTIONAL OFFICER	5/4/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00026708	520A	2520	F	CLERICAL ASSISTANT	3/23/2015	7	4	45,295.00	12,637.31	57,932.31	1.00	Term		N
FLO	16	00029043	520A	2520	F	TEACHER	1/11/2016	11	6	64,065.00	17,874.14	81,939.14	1.00	Reg		N
FLO	16	00038316	520A	2520	F	Educ. Program Administrator	7/7/2008	13	0	111,229.77	31,033.11	142,262.88	1.00	Reg		N
FLO	16	00009199	520B	2520	F	CORRECTIONAL OFFICER - LEAD	3/5/2007	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00013478	520B	2520	F	CORRECTIONAL OFFICER - LEAD	10/13/1987	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00024140	520B	2520	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00045444	520B	2520	F	CORRECTIONAL OFFICER	9/25/2006	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00002847	520C	2520	F	Security Guard	12/17/2012	5	4	34,117.00	9,518.64	43,635.64	1.00	Term		N
FLO	16	00008631	520C	2520	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00009960	520C	2520	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00012812	520C	2520	F	CORRECTIONAL OFFICER - LEAD	10/13/1987	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00013510	520C	2520	F	CORRECTIONAL OFFICER	4/17/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00015544	520C	2520	F	CORRECTIONAL OFFICER	10/26/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00025767	520C	2520	F	CORRECTIONAL OFFICER	8/10/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00026138	520C	2520	F	CORRECTIONAL OFFICER	7/28/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00026172	520C	2520	F	SUPV CORRECTIONAL OFFICER	11/19/2012	11	0	78,121.24	21,795.83	99,917.07	1.00	Reg		N
FLO	16	00026334	520C	2520	F	Security Guard	10/24/2011	5	5	35,191.00	9,818.29	45,009.29	1.00	Term		N
FLO	16	00026943	520C	2520	F	CORRECTIONAL OFFICER	2/1/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00016795	520D	2520	F	LIBRARY TECHNICIAN	5/17/2004	5	8	49,016.00	13,675.46	62,691.46	1.00	Reg		N
FLO	16	00032629	520D	2520	F	CORRECTIONAL OFFICER	8/19/1983	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00042471	520G	2520	F	CORRECTIONAL TREATMENT SPEC	10/7/2002	11	7	73,500.00	20,506.50	94,006.50	1.00	Reg		N
FLO	16	00001696	520I	2520	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00011008	520I	2520	F	LEAD CORRECTIONAL OFC	9/25/2006	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00011576	520I	2520	F	CORRECTIONAL OFFICER	3/9/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00023284	520I	2520	F	CORRECTIONAL OFFICER	12/11/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00026412	520I	2520	F	Correct. Prog Spec. (Juv Svcs)	6/9/2008	12	3	72,534.00	20,236.99	92,770.99	1.00	Reg		N
FLO	16	00032790	520I	2520	F	CORRECTIONAL OFFICER	11/13/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00033851	520I	2520	F	CORRECTIONAL OFFICER	8/6/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00016714	520J	2520	F	Correctional Prog. Spec. (WPC)	11/22/2010	12	5	76,774.00	21,419.95	98,193.95	1.00	Reg		N
FLO	16	00007280	520K	2520	F	CORRECTIONAL TREATMENT SPEC	8/24/2015	9	3	55,691.00	15,537.79	71,228.79	1.00	Reg		N
FLO	16	00046342	520K	2520	F	Supvy Correct Prog Spec (Re-En	8/27/2012	13	0	96,109.05	26,814.42	122,923.47	1.00	Reg		N
FLO	16	00025200	520M	2520	F	CORRECTIONAL OFFICER	5/5/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00085829	520M	2520	F	Chaplain	7/22/1973	13	10	101,385.00	28,286.42	129,671.42	1.00	Reg		N
FLO	16	00000759	520N	2520	F	CORRECTIONAL TREATMENT SPEC	1/12/2016	11	1	61,272.00	17,094.89	78,366.89	1.00	Reg		N
FLO	16	00001719	520N	2520	F	CORRECTIONAL TREATMENT SPEC	8/17/2009	11	3	65,348.00	18,232.09	83,580.09	1.00	Reg		N
FLO	16	00002917	520N	2520	F	Correctional Treatment Spec	11/13/2007	11	5	69,424.00	19,369.30	88,793.30	1.00	Reg		N
FLO	16	00004693	520N	2520	F	CORRECTIONAL TREATMENT SPEC	3/5/2007	11	5	69,424.00	19,369.30	88,793.30	1.00	Reg		N
FLO	16	00006042	520N	2520	F	CORRECTIONAL TREATMENT SPEC	8/4/1984	11	8	75,538.00	21,075.10	96,613.10	1.00	Reg		N
FLO	16	00007715	520N	2520	F	CORRECTIONAL TREATMENT SPEC	5/26/1986	11	9	77,576.00	21,643.70	99,219.70	1.00	Reg		N
FLO	16	00009116	520N	2520	F	CORRECTIONAL TREATMENT SPEC	8/24/2015	11	1	61,272.00	17,094.89	78,366.89	1.00	Reg		N
FLO	16	00009406	520N	2520	F	CORRECTIONAL TREATMENT SPEC	1/11/2016	11	0	61,272.00	17,094.89	78,366.89	1.00	Reg		N
FLO	16	00009474	520N	2520	F	CORRECTIONAL TREATMENT SPEC	10/19/2015	9	3	55,691.00	15,537.79	71,228.79	1.00	Reg		N
FLO	16	00009757	520N	2520	F	Social Worker	10/6/2014	12	5	83,039.00	23,167.88	106,206.88	1.00	Reg		N
FLO	16	00010279	520N	2520	F	CORRECTIONAL TREATMENT SPEC	10/9/1990	11	8	75,538.00	21,075.10	96,613.10	1.00	Reg		N
FLO	16	00011257	520N	2520	F	CORRECTIONAL TREATMENT SPEC	2/27/2012	11	10	79,614.00	22,212.31	101,826.31	1.00	Term		N
FLO	16	00011314	520N	2520	F	CORRECTIONAL TREATMENT SPEC	8/8/2005	11	10	79,614.00	22,212.31	101,826.31	1.00	Reg		N
FLO	16	00012649	520N	2520	F	CORRECTIONAL TREATMENT SPEC	1/23/2002	11	2	63,310.00	17,663.49	80,973.49	1.00	Reg		N
FLO	16	00012822	520N	2520	F	Supervisory Correctional Treat	10/17/1983	13	0	84,135.74	23,473.87	107,609.61	1.00	Reg		N
FLO	16	00018202	520N	2520	F	Security Guard	9/24/2012	5	4	34,117.00	9,518.64	43,635.64	1.00	Term		N
FLO	16	00020165	520N	2520	F	CORRECTIONAL TREATMENT SPEC	7/27/2015	11	4	67,386.00	18,800.69	86,186.69	1.00	Reg		N
FLO	16	00022574	520N	2520	F	Clerical Assistant (OA)	2/7/1995	5	10	51,244.00	14,297.08	65,541.08	1.00	Reg		N
FLO	16	00025035	520N	2520	F	Special Assistant	7/15/2013	13	0	95,000.00	26,505.00	121,505.00	1.00	Reg		N
FLO	16	00025261	520N	2520	F	CORRECTIONAL TREATMENT SPEC	8/31/2009	11	4	67,386.00	18,800.69	86,186.69	1.00	Reg		N
FLO	16	00025605	520N	2520	F	CORRECTIONAL TREATMENT SPEC	7/24/2006	11	8	75,538.00	21,075.10	96,613.10	1.00	Reg		N
FLO	16	00026265	520N	2520	F	CORRECTIONAL TREATMENT SPEC	9/20/1984	11	10	79,614.00	22,212.31	101,826.31	1.00	Reg		N
FLO	16	00039473	520N	2520	F	CORRECTIONAL TREATMENT SPEC	12/26/2006	11	7	73,500.00	20,506.50	94,006.50	1.00	Reg		N
FLO	16	00042475	520N	2520	F	CORRECTIONAL TREATMENT SPEC	10/25/1989	11	9	77,576.00	21,643.70	99,219.70	1.00	Reg		N
FLO	16	00042476	520N	2520	F	CORRECTIONAL TREATMENT SPEC	6/27/2005	11	8	75,538.00	21,075.10	96,613.10	1.00	Reg		N
FLO	16	00042477	520N	2520	F	CORRECTIONAL TREATMENT SPEC	3/5/2007	11	6	71,462.00	19,937.90	91,399.90	1.00	Reg		N
FLO	16	00044236	520N	2520	F	CORRECTIONAL TREATMENT SPEC	7/23/2007	11	6	71,462.00	19,937.90	91,399.90	1.00	Reg		N
FLO	16	00045909	520N	2520	F	CORRECTIONAL TREATMENT SPEC	3/3/2009	11	4	67,386.00	18,800.69	86,186.69	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00046341	520N	2520	F	Correctional ProgM Spec (Re-ent	6/20/2011	12	9	85,254.00	23,785.87	109,039.87	1.00	Term		N
FLO	16	00006940	520O	2520	F	CLERICAL ASSISTANT	12/20/2010	6	5	42,179.00	11,767.94	53,946.94	1.00	Term		N
FLO	16	00009599	520O	2520	F	CORRECTIONAL INSTITUTION ADMN	8/13/2012	14	0	135,457.83	37,792.73	173,250.56	1.00	Reg		N
FLO	16	00035553	520O	2520	F	CORRECTIONAL PGM SPEC	3/30/2009	12	5	76,774.00	21,419.95	98,193.95	1.00	Term		N
FLO	16	00004649	520P	2520	F	Correctional Treatment Spec (R	10/6/2014	12	2	75,865.00	21,166.34	97,031.34	1.00	Reg		N
FLO	16	00020082	520P	2520	F	Correctional Treatment Spec (R	10/26/2009	12	5	83,212.00	23,216.15	106,428.15	1.00	Reg		N
FLO	16	00032846	520P	2520	F	Clerical Assistant	6/3/2013	6	4	40,888.00	11,407.75	52,295.75	1.00	Reg		N
FLO	16	00033465	520P	2520	F	Correctional Treatment Spec (R	2/28/2011	12	4	80,763.00	22,532.88	103,295.88	1.00	Reg		N
FLO	16	00042453	520P	2520	F	Correctional Treatment Spec (R	6/15/2015	12	1	73,416.00	20,483.06	93,899.06	1.00	Reg		N
FLO	16	00046629	520P	2520	F	Correctional Treatment Spec (R	12/17/2012	12	4	80,763.00	22,532.88	103,295.88	1.00	Reg		N
FLO	16	00051413	520P	2520	F	Supv Correctional Treatment Sp	11/3/2014	13	0	88,374.00	24,656.35	113,030.35	1.00	Reg		N
FLO	16	00014516	520Q	2520	F	Correct. Prog Spec (Vol. Svcs)	6/18/2012	11	10	71,161.00	19,853.92	91,014.92	1.00	Reg		N
FLO	16	00003331	530J	2530	F	CORRECTIONAL OFFICER - LEAD	10/7/1991	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00004489	530J	2530	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00007469	530J	2530	F	CORRECTIONAL OFFICER	4/1/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00008805	530J	2530	F	CORRECTIONAL OFFICER	5/5/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00010342	530J	2530	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010553	530J	2530	F	CORRECTIONAL OFFICER	8/30/2008	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00012015	530J	2530	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00015682	530J	2530	F	CORRECTIONAL OFFICER	6/7/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00015740	530J	2530	F	CORRECTIONAL OFFICER	9/9/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00018034	530J	2530	F	CORRECTIONAL OFFICER	1/29/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00018189	530J	2530	F	CORRECTIONAL OFFICER - LEAD	2/4/1985	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00018265	530J	2530	F	CORRECTIONAL OFFICER	12/21/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00018460	530J	2530	F	CORRECTIONAL OFFICER	3/2/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00022073	530J	2530	F	CORRECTIONAL OFFICER	4/24/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00022132	530J	2530	F	CORRECTIONAL OFFICER - LEAD	10/29/2007	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00022370	530J	2530	F	CORRECTIONAL OFFICER	9/30/1985	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00024321	530J	2530	F	CORRECTIONAL OFFICER	10/10/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00025787	530J	2530	F	CORRECTIONAL OFFICER - LEAD	10/6/1980	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00027655	530J	2530	F	CORRECTIONAL OFFICER	5/8/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032519	530J	2530	F	CORRECTIONAL OFFICER	12/14/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033632	530J	2530	F	CORRECTIONAL OFFICER	11/25/1985	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00008001	530N	2530	F	Medical Officer (Administratio	6/3/2013	11	0	203,940.00	56,899.26	260,839.26	1.00	Reg		N
FLO	16	00008232	530N	2530	F	Health System Specialist	10/21/2013	13	3	83,731.00	23,360.95	107,091.95	1.00	Reg		N
FLO	16	00032620	530N	2530	F	Nurse Consultant	2/25/2013	12	4	82,960.00	23,145.84	106,105.84	1.00	Reg		N
FLO	16	00085226	530N	2530	F	CLERICAL ASSISTANT	3/23/2015	7	1	41,020.00	11,444.58	52,464.58	1.00	Term		N
FLO	16	00001630	605A	3605	F	CORRECTIONAL OFFICER	1/4/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00001958	605A	3605	F	CLERICAL ASSISTANT	2/2/1980	7	10	53,845.00	15,022.76	68,867.76	1.00	Reg		N
FLO	16	00002390	605A	3605	F	SUPV CORRECTIONAL OFFICER	11/20/1991	12	0	81,842.07	22,833.94	104,676.01	1.00	Reg		N
FLO	16	00002871	605A	3605	F	CORRECTIONAL OFFICER - LEAD	8/18/2008	9	4	61,689.00	17,211.23	78,900.23	1.00	Reg		N
FLO	16	00004616	605A	3605	F	CORRECTIONAL OFFICER	10/24/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00006131	605A	3605	F	CORRECTIONAL OFFICER	10/15/2007	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00007270	605A	3605	F	CORRECTIONAL INSTITUTION ADMN	4/21/2014	15	0	137,917.00	38,478.84	176,395.84	1.00	Reg		N
FLO	16	00008013	605A	3605	F	CORRECTIONAL OFFICER	8/10/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00008214	605A	3605	F	SUPV CORRECTIONAL OFFICER	6/13/2005	12	0	76,819.77	21,432.72	98,252.49	1.00	Reg		N
FLO	16	00008945	605A	3605	F	CORRECTIONAL OFFICER	12/22/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00009133	605A	3605	F	SUPV CORRECTIONAL OFFICER	3/25/1991	12	0	79,748.31	22,249.78	101,998.09	1.00	Reg		N
FLO	16	00009419	605A	3605	F	SUPV CORRECTIONAL OFFICER	6/6/1988	12	0	80,624.67	22,494.28	103,118.95	1.00	Reg		N
FLO	16	00009523	605A	3605	F	CORRECTIONAL OFFICER	1/19/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010658	605A	3605	F	SUPV CORRECTIONAL OFFICER	11/14/2005	11	0	74,401.60	20,758.05	95,159.65	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00010736	605A	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00012473	605A	3605	F	CORRECTIONAL OFFICER	7/19/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00012740	605A	3605	F	CLERICAL ASSISTANT	5/14/2007	7	6	48,145.00	13,432.46	61,577.46	1.00	Reg		N
FLO	16	00013129	605A	3605	F	CLERICAL ASSISTANT	7/24/2006	7	7	49,570.00	13,830.03	63,400.03	1.00	Reg		N
FLO	16	00013135	605A	3605	F	CORRECTIONAL OFFICER	4/14/1986	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00013830	605A	3605	F	CORRECTIONAL OFFICER	4/24/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00013941	605A	3605	F	CORRECTIONAL OFFICER - LEAD	11/14/1990	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00015782	605A	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00016197	605A	3605	F	SUPV CORRECTIONAL OFFICER	9/16/1993	11	0	76,841.66	21,438.82	98,280.48	1.00	Reg		N
FLO	16	00016203	605A	3605	F	CORRECTIONAL OFFICER	12/1/1994	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00016373	605A	3605	F	Staff Assistant	6/2/1992	11	10	71,161.00	19,853.92	91,014.92	1.00	Reg		N
FLO	16	00016593	605A	3605	F	SUPV CORRECTIONAL OFFICER	3/25/2008	11	0	78,705.84	21,958.93	100,664.77	1.00	Reg		N
FLO	16	00017032	605A	3605	F	CORRECTIONAL OFFICER	9/21/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00017513	605A	3605	F	CORRECTIONAL OFFICER	11/9/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00020414	605A	3605	F	SUPVY CORRECTIONAL OFFICER	4/18/1994	11	0	74,401.60	20,758.05	95,159.65	1.00	Reg		N
FLO	16	00026395	605A	3605	F	SUPV CORRECTIONAL OFFICER	6/29/2015	11	0	71,030.86	19,817.61	90,848.47	1.00	Reg		N
FLO	16	00033131	605A	3605	F	CORRECTIONAL OFFICER	8/11/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033817	605A	3605	F	CORRECTIONAL OFFICER	7/15/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033885	605A	3605	F	CORRECTIONAL OFFICER	2/23/1992	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00034289	605A	3605	F	SUPVY CORRECTIONAL OFFICER	5/20/2013	13	0	84,135.74	23,473.87	107,609.61	1.00	Reg		N
FLO	16	00035573	605A	3605	F	MANAGEMENT ASSISTANT (CORRESPO	2/26/1993	7	8	56,558.00	15,779.68	72,337.68	1.00	Reg		N
FLO	16	00042655	605A	3605	F	SUPV CORRECTIONAL OFFICER	5/7/1990	12	0	81,840.89	22,833.61	104,674.50	1.00	Reg		N
FLO	16	00042657	605A	3605	F	SUPVY CORRECTIONAL OFFICER	10/10/1989	11	0	76,733.48	21,408.64	98,142.12	1.00	Reg		N
FLO	16	00044423	605A	3605	F	SECRETARY	9/8/1993	8	10	53,591.00	14,951.89	68,542.89	1.00	Reg		N
FLO	16	00071665	605A	3605	F	CORRECTIONAL INSTITUTION ADMN	7/28/2014	14	0	111,394.50	31,079.07	142,473.57	1.00	Reg		N
FLO	16	00000750	605B	3605	F	CORRECTIONAL OFFICER	11/25/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00001500	605B	3605	F	CORRECTIONAL OFFICER	2/11/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00001741	605B	3605	F	CORRECTIONAL OFFICER	10/18/1989	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00007053	605B	3605	F	CORRECTIONAL OFFICER	12/30/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00007760	605B	3605	F	CORRECTIONAL OFFICER	2/17/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00007845	605B	3605	F	CORRECTIONAL OFFICER	10/13/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00008211	605B	3605	F	CORRECTIONAL OFFICER	8/18/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00008359	605B	3605	F	CORRECTIONAL OFFICER	12/20/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00008415	605B	3605	F	CORRECTIONAL OFFICER	8/25/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00008857	605B	3605	F	CORRECTIONAL OFFICER	2/1/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00009810	605B	3605	F	CORRECTIONAL OFFICER	4/28/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010114	605B	3605	F	CORRECTIONAL OFFICER - LEAD	5/3/1993	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00010204	605B	3605	F	CORRECTIONAL OFFICER	10/26/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00011064	605B	3605	F	CORRECTIONAL OFFICER	12/22/2008	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00012249	605B	3605	F	SUPV CORRECTIONAL OFFICER	11/3/2014	11	0	72,233.90	20,153.26	92,387.16	1.00	Reg		N
FLO	16	00012591	605B	3605	F	CORRECTIONAL OFFICER	2/17/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00016288	605B	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00017225	605B	3605	F	CORRECTIONAL OFFICER	12/1/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00018813	605B	3605	F	CORRECTIONAL OFFICER	7/19/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00021383	605B	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	7	60,414.00	16,855.51	77,269.51	1.00	Reg		N
FLO	16	00021408	605B	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00021518	605B	3605	F	CORRECTIONAL OFFICER	12/14/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00021692	605B	3605	F	CORRECTIONAL OFFICER	7/23/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00021826	605B	3605	F	CORRECTIONAL OFFICER	1/5/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00022763	605B	3605	F	CORRECTIONAL OFFICER - LEAD	2/6/1991	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00026361	605B	3605	F	CORRECTIONAL OFFICER	4/28/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00026648	605B	3605	F	CORRECTIONAL OFFICER	9/24/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00029042	605B	3605	F	CORRECTIONAL OFFICER	6/2/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00032939	605B	3605	F	CORRECTIONAL OFFICER	8/30/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00033410	605B	3605	F	CORRECTIONAL OFFICER	3/12/1995	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033427	605B	3605	F	CORRECTIONAL OFFICER	9/21/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00033836	605B	3605	F	CORRECTIONAL OFFICER	3/29/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00034286	605B	3605	F	CORRECTIONAL OFFICER	5/10/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00045454	605B	3605	F	CORRECTIONAL OFFICER	5/5/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00045575	605B	3605	F	CORRECTIONAL OFFICER	7/19/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00045590	605B	3605	F	CORRECTIONAL OFFICER	12/22/2008	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00077857	605B	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00082273	605B	3605	F	CORRECTIONAL OFFICER	11/4/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00000606	605C	3605	F	Criminal Investigator(Int Afrs	3/9/2015	11	4	60,517.00	16,884.24	77,401.24	1.00	Reg		N
FLO	16	00000620	605C	3605	F	CORRECTIONAL OFFICER - LEAD	4/16/1984	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00001190	605C	3605	F	CORRECTIONAL OFFICER	8/30/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00001342	605C	3605	F	CORRECTIONAL OFFICER - LEAD	2/14/1996	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00001430	605C	3605	F	CORRECTIONAL OFFICER	10/13/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00001664	605C	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00001797	605C	3605	F	CORRECTIONAL OFFICER	9/21/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00001851	605C	3605	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00001995	605C	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00002028	605C	3605	F	CORRECTIONAL OFFICER	10/24/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00002155	605C	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00002573	605C	3605	F	CORRECTIONAL OFFICER - LEAD	1/11/1994	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00002923	605C	3605	F	CORRECTIONAL OFFICER - LEAD	10/7/1982	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00003253	605C	3605	F	CORRECTIONAL OFFICER	1/30/2012	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00003821	605C	3605	F	CORRECTIONAL OFFICER	10/24/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00003823	605C	3605	F	CORRECTIONAL OFFICER	7/14/2006	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00004724	605C	3605	F	CORRECTIONAL OFFICER	5/26/1984	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00004824	605C	3605	F	CORRECTIONAL OFFICER	10/18/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00005488	605C	3605	F	CORRECTIONAL OFFICER	10/13/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00007332	605C	3605	F	CORRECTIONAL OFFICER	10/14/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00007744	605C	3605	F	CORRECTIONAL OFFICER	2/17/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00007877	605C	3605	F	CORRECTIONAL OFFICER	5/4/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00007903	605C	3605	F	CORRECTIONAL OFFICER	5/24/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00008090	605C	3605	F	CORRECTIONAL OFFICER - LEAD	6/18/1990	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00008404	605C	3605	F	CORRECTIONAL OFFICER	7/6/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00008447	605C	3605	F	CORRECTIONAL OFFICER	4/9/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00008605	605C	3605	F	CORRECTIONAL OFFICER - LEAD	1/23/2006	9	6	64,917.00	18,111.84	83,028.84	1.00	Reg		N
FLO	16	00008967	605C	3605	F	CORRECTIONAL OFFICER	8/18/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00009246	605C	3605	F	CORRECTIONAL OFFICER - LEAD	3/12/1991	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00009485	605C	3605	F	CORRECTIONAL OFFICER	8/18/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00009513	605C	3605	F	CORRECTIONAL OFFICER	7/14/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00009514	605C	3605	F	CORRECTIONAL OFFICER	4/17/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00009638	605C	3605	F	CORRECTIONAL OFFICER	8/30/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00009801	605C	3605	F	CORRECTIONAL OFFICER	4/17/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00010121	605C	3605	F	CORRECTIONAL OFFICER	6/30/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010149	605C	3605	F	CORRECTIONAL OFFICER	3/11/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010200	605C	3605	F	CORRECTIONAL OFFICER	5/27/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010228	605C	3605	F	CORRECTIONAL OFFICER - LEAD	3/3/1987	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00010286	605C	3605	F	CORRECTIONAL OFFICER - LEAD	6/27/2005	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00010330	605C	3605	F	Maintenance Worker	7/28/2014	7	5	50,003.20	13,950.89	63,954.09	1.00	Reg		N
FLO	16	00010372	605C	3605	F	CORRECTIONAL OFFICER	9/21/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010523	605C	3605	F	CORRECTIONAL OFFICER	4/24/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010628	605C	3605	F	CORRECTIONAL OFFICER	7/28/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00010653	605C	3605	F	CORRECTIONAL OFFICER - LEAD	7/3/1989	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00010655	605C	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00010683	605C	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00010907	605C	3605	F	CORRECTIONAL OFFICER	6/2/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00011033	605C	3605	F	CORRECTIONAL OFFICER	10/15/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00011103	605C	3605	F	CORRECTIONAL OFFICER	12/22/2008	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00012037	605C	3605	F	CORRECTIONAL OFFICER - LEAD	5/13/1987	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00012250	605C	3605	F	CORRECTIONAL OFFICER	1/27/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00012535	605C	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00012620	605C	3605	F	CORRECTIONAL OFFICER - LEAD	6/1/1989	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00012676	605C	3605	F	CORRECTIONAL OFFICER	9/21/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00012724	605C	3605	F	CORRECTIONAL OFFICER - LEAD	1/11/1995	9	7	66,531.00	18,562.15	85,093.15	1.00	Reg		N
FLO	16	00013265	605C	3605	F	CORRECTIONAL OFFICER - LEAD	4/20/1993	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00013413	605C	3605	F	LEAD CORRECTIONAL OFC	9/9/1991	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00014083	605C	3605	F	CORRECTIONAL OFFICER	10/9/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00014129	605C	3605	F	CORRECTIONAL OFFICER	11/9/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00014693	605C	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00015411	605C	3605	F	CORRECTIONAL OFFICER - LEAD	9/25/2006	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00015533	605C	3605	F	CORRECTIONAL OFFICER	1/30/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00015632	605C	3605	F	SUPV CORRECTIONAL OFFICER	1/10/2005	11	0	74,401.60	20,758.05	95,159.65	1.00	Reg		N
FLO	16	00015659	605C	3605	F	CORRECTIONAL OFFICER	12/21/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00015874	605C	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00016070	605C	3605	F	CORRECTIONAL TREATMENT SPEC	7/27/2015	9	3	55,691.00	15,537.79	71,228.79	1.00	Reg		N
FLO	16	00016070	605C	3605	F	CORRECTIONAL TREATMENT SPEC	1/25/2016	9	1	61,272.00	17,094.89	78,366.89	1.00	Reg		N
FLO	16	00016176	605C	3605	F	CORRECTIONAL OFFICER - LEAD	8/6/2007	9	6	64,917.00	18,111.84	83,028.84	1.00	Reg		N
FLO	16	00016283	605C	3605	F	CORRECTIONAL OFFICER	8/30/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00016450	605C	3605	F	CORRECTIONAL OFFICER	1/5/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00016489	605C	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00016607	605C	3605	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00016713	605C	3605	F	CORRECTIONAL OFFICER	9/21/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00016722	605C	3605	F	CORRECTIONAL OFFICER	7/28/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00016780	605C	3605	F	CORRECTIONAL OFFICER	2/25/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00016962	605C	3605	F	CORRECTIONAL OFFICER	7/18/2010	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00017069	605C	3605	F	CORRECTIONAL OFFICER - LEAD	10/15/2007	9	6	64,917.00	18,111.84	83,028.84	1.00	Reg		N
FLO	16	00017091	605C	3605	F	CORRECTIONAL OFFICER	8/18/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00017250	605C	3605	F	CORRECTIONAL OFFICER - LEAD	12/23/1988	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00017337	605C	3605	F	CORRECTIONAL OFFICER	8/25/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00017587	605C	3605	F	CORRECTIONAL OFFICER	7/28/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00017915	605C	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00018152	605C	3605	F	CORRECTIONAL OFFICER - LEAD	11/26/1984	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00019758	605C	3605	F	CORRECTIONAL OFFICER - LEAD	11/14/2005	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00019945	605C	3605	F	SUPV CORRECTIONAL OFFICER	6/13/2005	11	0	74,401.60	20,758.05	95,159.65	1.00	Reg		N
FLO	16	00020391	605C	3605	F	LEAD CORRECTIONAL OFC	6/28/1992	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00020481	605C	3605	F	CORRECTIONAL OFFICER	6/30/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00020566	605C	3605	F	CORRECTIONAL OFFICER	4/7/1993	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00020773	605C	3605	F	CORRECTIONAL OFFICER	4/4/2010	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00020851	605C	3605	F	CORRECTIONAL OFFICER - LEAD	5/16/1993	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00021113	605C	3605	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00021252	605C	3605	F	CORRECTIONAL OFFICER - LEAD	12/31/1998	9	7	66,531.00	18,562.15	85,093.15	1.00	Reg		N
FLO	16	00021631	605C	3605	F	CORRECTIONAL OFFICER	5/4/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00021680	605C	3605	F	CORRECTIONAL OFFICER - LEAD	6/8/2009	9	6	64,917.00	18,111.84	83,028.84	1.00	Reg		N
FLO	16	00021691	605C	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00021758	605C	3605	F	CORRECTIONAL OFFICER - LEAD	4/28/2008	9	4	61,689.00	17,211.23	78,900.23	1.00	Reg		N
FLO	16	00021821	605C	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00022021	605C	3605	F	CORRECTIONAL OFFICER	1/3/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00022094	605C	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00022502	605C	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00022826	605C	3605	F	CORRECTIONAL OFFICER	1/16/1989	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00024374	605C	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00024413	605C	3605	F	CORRECTIONAL OFFICER	5/15/2005	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00024497	605C	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00024559	605C	3605	F	CORRECTIONAL OFFICER	7/3/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00024877	605C	3605	F	CORRECTIONAL OFFICER	6/2/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00025130	605C	3605	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00025147	605C	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00025201	605C	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00025250	605C	3605	F	CORRECTIONAL OFFICER	4/28/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00025289	605C	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00025361	605C	3605	F	CORRECTIONAL OFFICER - LEAD	3/26/1990	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00025402	605C	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00025411	605C	3605	F	CORRECTIONAL OFFICER - LEAD	6/18/1989	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00025531	605C	3605	F	SUPV CORRECTIONAL OFFICER	2/25/2013	11	0	74,401.60	20,758.05	95,159.65	1.00	Reg		N
FLO	16	00025568	605C	3605	F	CORRECTIONAL OFFICER - LEAD	12/11/2006	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00025704	605C	3605	F	CORRECTIONAL OFFICER	8/25/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00026112	605C	3605	F	CORRECTIONAL OFFICER	2/9/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00026155	605C	3605	F	LEAD CORRECTIONAL OFC	7/14/1993	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00026478	605C	3605	F	CORRECTIONAL OFFICER - LEAD	3/10/1993	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00026806	605C	3605	F	CORRECTIONAL OFFICER	5/27/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00026871	605C	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00029037	605C	3605	F	SUPVY CORRECTIONAL OFFICER	2/1/1988	11	0	75,385.05	21,032.43	96,417.48	1.00	Reg		N
FLO	16	00029049	605C	3605	F	SUPVY CORRECTIONAL OFFICER	1/23/2006	11	0	74,401.60	20,758.05	95,159.65	1.00	Reg		N
FLO	16	00032364	605C	3605	F	CORRECTIONAL OFFICER - LEAD	10/24/1993	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00032848	605C	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00033043	605C	3605	F	CORRECTIONAL OFFICER	1/19/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00033072	605C	3605	F	CORRECTIONAL OFFICER - LEAD	10/3/1994	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00033129	605C	3605	F	CORRECTIONAL OFFICER - LEAD	3/28/1996	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00033358	605C	3605	F	CORRECTIONAL OFFICER	12/20/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00033379	605C	3605	F	CORRECTIONAL OFFICER	1/9/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033399	605C	3605	F	CORRECTIONAL OFFICER	11/23/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00033520	605C	3605	F	CORRECTIONAL OFFICER	4/1/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00033625	605C	3605	F	CORRECTIONAL OFFICER	3/17/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00033665	605C	3605	F	CORRECTIONAL OFFICER	3/5/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00033795	605C	3605	F	CORRECTIONAL OFFICER	8/22/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00036395	605C	3605	F	CORRECTIONAL OFFICER	6/26/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00036695	605C	3605	F	CORRECTIONAL OFFICER	1/19/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00038410	605C	3605	F	CORRECTIONAL OFFICER	6/30/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00042460	605C	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00045447	605C	3605	F	CORRECTIONAL OFFICER	9/25/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00045449	605C	3605	F	CORRECTIONAL OFFICER - LEAD	9/25/2006	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00045459	605C	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00045574	605C	3605	F	CORRECTIONAL OFFICER	10/23/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00045576	605C	3605	F	CORRECTIONAL OFFICER	1/19/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00045579	605C	3605	F	CORRECTIONAL OFFICER	10/14/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00045584	605C	3605	F	CORRECTIONAL OFFICER	12/7/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00045587	605C	3605	F	CORRECTIONAL OFFICER	2/1/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00045589	605C	3605	F	CORRECTIONAL OFFICER	12/21/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00045844	605C	3605	F	CORRECTIONAL OFFICER - LEAD	9/24/2007	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00073133	605C	3605	F	CORRECTIONAL OFFICER	9/13/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00073135	605C	3605	F	CORRECTIONAL OFFICER	9/13/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00073136	605C	3605	F	CORRECTIONAL OFFICER	9/13/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00073148	605C	3605	F	CORRECTIONAL OFFICER	6/21/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00077856	605C	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077860	605C	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077865	605C	3605	F	CORRECTIONAL OFFICER	6/3/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00082272	605C	3605	F	CORRECTIONAL OFFICER - LEAD	5/15/2006	9	7	66,531.00	18,562.15	85,093.15	1.00	Reg		N
FLO	16	00082274	605C	3605	F	CORRECTIONAL OFFICER	11/4/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00000659	605D	3605	F	CORRECTIONAL OFFICER	7/3/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00005542	605D	3605	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00007516	605D	3605	F	CORRECTIONAL OFFICER	1/23/2006	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00009598	605D	3605	F	CORRECTIONAL PGM SPEC	6/23/2008	12	0	87,372.54	24,376.94	111,749.48	1.00	Reg		N
FLO	16	00011447	605D	3605	F	CORRECTIONAL OFFICER - LEAD	1/29/1990	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00012139	605D	3605	F	CORRECTIONAL OFFICER	12/20/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00032384	605D	3605	F	CORRECTIONAL OFFICER	1/19/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00042444	605D	3605	F	CORRECTIONAL OFFICER	11/10/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00001883	605F	3605	F	CORRECTIONAL OFFICER	10/15/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00002431	605F	3605	F	CORRECTIONAL OFFICER - LEAD	2/6/1995	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00002483	605F	3605	F	CORRECTIONAL OFFICER	7/1/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00003811	605F	3605	F	CORRECTIONAL OFFICER	7/6/2009	8	8	61,875.00	17,263.13	79,138.13	1.00	Reg		N
FLO	16	00004539	605F	3605	F	CORRECTIONAL OFFICER	7/21/2008	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00004748	605F	3605	F	CORRECTIONAL OFFICER	7/27/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00006017	605F	3605	F	CORRECTIONAL OFFICER	9/21/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00006526	605F	3605	F	CORRECTIONAL OFFICER	10/9/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00006966	605F	3605	F	SUPV CORRECTIONAL OFFICER	2/11/2013	11	0	74,401.60	20,758.05	95,159.65	1.00	Reg		N
FLO	16	00008017	605F	3605	F	CORRECTIONAL OFFICER	12/22/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00008040	605F	3605	F	CORRECTIONAL OFFICER	6/15/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00009296	605F	3605	F	CORRECTIONAL OFFICER	7/6/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010028	605F	3605	F	CORRECTIONAL OFFICER	10/23/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010397	605F	3605	F	CORRECTIONAL OFFICER	3/7/2005	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010642	605F	3605	F	CORRECTIONAL OFFICER	3/9/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00011097	605F	3605	F	CORRECTIONAL OFFICER	9/24/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00011381	605F	3605	F	CORRECTIONAL OFFICER	1/31/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00011650	605F	3605	F	CORRECTIONAL OFFICER	6/2/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00011984	605F	3605	F	CORRECTIONAL OFFICER - LEAD	7/27/1992	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00015925	605F	3605	F	CORRECTIONAL OFFICER	4/28/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00016382	605F	3605	F	LEAD CORRECTIONAL OFC	2/19/2008	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00016902	605F	3605	F	CORRECTIONAL OFFICER	7/6/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00017197	605F	3605	F	CORRECTIONAL OFFICER	3/11/2008	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00017749	605F	3605	F	CORRECTIONAL OFFICER	7/6/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00018003	605F	3605	F	CORRECTIONAL OFFICER	2/17/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00020758	605F	3605	F	CORRECTIONAL OFFICER	11/14/2005	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00021189	605F	3605	F	CORRECTIONAL OFFICER	4/25/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00025480	605F	3605	F	SUPV CORRECTIONAL OFFICER	6/20/1996	11	0	76,759.00	21,415.76	98,174.76	1.00	Reg		N
FLO	16	00025480	605F	3605	F	SUPV CORRECTIONAL OFFICER	1/11/2016	11	0	68,962.00	19,240.40	88,202.40	1.00	Reg		N
FLO	16	00025480	605F	3605	F	SUPV CORRECTIONAL OFFICER	1/11/2016	11	0	74,402.00	20,758.16	95,160.16	1.00	Reg		N
FLO	16	00025567	605F	3605	F	CORRECTIONAL OFFICER	11/21/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00025719	605F	3605	F	CORRECTIONAL OFFICER - LEAD	11/9/1987	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00026023	605F	3605	F	CORRECTIONAL OFFICER	3/5/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00027061	605F	3605	F	CORRECTIONAL OFFICER	4/25/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032808	605F	3605	F	CORRECTIONAL OFFICER	8/7/2006	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00032921	605F	3605	F	CORRECTIONAL OFFICER - LEAD	1/11/1992	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00033468	605F	3605	F	CORRECTIONAL OFFICER	8/25/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00033586	605F	3605	F	CORRECTIONAL OFFICER	4/9/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00072979	605F	3605	F	CORRECTIONAL OFFICER	8/30/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00002623	605G	3605	F	CORRECTIONAL OFFICER	11/5/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00007860	605G	3605	F	CORRECTIONAL OFFICER	1/5/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00012913	605G	3605	F	CORRECTIONAL OFFICER	3/10/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00017772	605G	3605	F	CORRECTIONAL OFFICER - LEAD	5/31/1989	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00017911	605G	3605	F	SUPV CORRECTIONAL OFFICER	12/2/2013	12	0	79,457.29	22,168.58	101,625.87	1.00	Reg		N
FLO	16	00021608	605G	3605	F	CORRECTIONAL OFFICER - LEAD	7/27/1992	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00022695	605G	3605	F	CORRECTIONAL OFFICER - LEAD	11/21/1993	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00029031	605G	3605	F	SUPV CORRECTIONAL OFFICER	1/25/2012	12	0	85,932.90	23,975.28	109,908.18	1.00	Reg		N
FLO	16	00000153	605H	3605	F	CORRECTIONAL OFFICER - LEAD	2/6/2006	9	7	66,531.00	18,562.15	85,093.15	1.00	Reg		N
FLO	16	00000488	605H	3605	F	CORRECTIONAL OFFICER	11/10/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00000980	605H	3605	F	CORRECTIONAL OFFICER	3/16/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00001128	605H	3605	F	CORRECTIONAL OFFICER	7/5/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00001213	605H	3605	F	CORRECTIONAL OFFICER	2/9/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00001337	605H	3605	F	CORRECTIONAL OFFICER - LEAD	12/4/1989	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00001776	605H	3605	F	CORRECTIONAL OFFICER	11/10/2008	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00001816	605H	3605	F	CORRECTIONAL OFFICER	8/31/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00002133	605H	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00002176	605H	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00002252	605H	3605	F	CORRECTIONAL OFFICER	8/10/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00002254	605H	3605	F	CORRECTIONAL OFFICER	12/24/2007	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00002298	605H	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00002610	605H	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00002823	605H	3605	F	SUPV CORRECTIONAL OFFICER	9/24/2007	11	0	72,234.56	20,153.44	92,388.00	1.00	Reg		N
FLO	16	00003380	605H	3605	F	CORRECTIONAL OFFICER	3/28/1994	8	7	60,414.00	16,855.51	77,269.51	1.00	Reg		N
FLO	16	00003395	605H	3605	F	CORRECTIONAL OFFICER	7/28/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00003442	605H	3605	F	CORRECTIONAL OFFICER	2/1/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00003775	605H	3605	F	CORRECTIONAL OFFICER	5/2/2009	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00004203	605H	3605	F	CORRECTIONAL OFFICER	11/24/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00004244	605H	3605	F	CORRECTIONAL OFFICER	5/10/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00004248	605H	3605	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00004551	605H	3605	F	Monitoring Specialist	7/29/2013	9	3	48,739.00	13,598.18	62,337.18	1.00	Reg		N
FLO	16	00004654	605H	3605	F	Monitoring Specialist	9/24/2012	9	5	51,667.00	14,415.09	66,082.09	1.00	Reg		N
FLO	16	00004803	605H	3605	F	CORRECTIONAL OFFICER - LEAD	5/15/2009	9	4	61,689.00	17,211.23	78,900.23	1.00	Reg		N
FLO	16	00005148	605H	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00005158	605H	3605	F	CORRECTIONAL OFFICER	6/11/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00005263	605H	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00005275	605H	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00007608	605H	3605	F	CORRECTIONAL OFFICER	4/1/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00007871	605H	3605	F	Monitoring Specialist	12/20/2010	9	2	47,275.00	13,189.73	60,464.73	1.00	Reg		N
FLO	16	00008018	605H	3605	F	CORRECTIONAL OFFICER	8/19/1996	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00008064	605H	3605	F	CORRECTIONAL OFFICER	6/6/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00008192	605H	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00008222	605H	3605	F	CORRECTIONAL OFFICER - LEAD	11/24/2008	9	7	66,531.00	18,562.15	85,093.15	1.00	Reg		N
FLO	16	00008236	605H	3605	F	CORRECTIONAL OFFICER	10/20/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00008426	605H	3605	F	CORRECTIONAL OFFICER	7/10/2006	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00008558	605H	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00008567	605H	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00008771	605H	3605	F	CORRECTIONAL OFFICER	6/17/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00008794	605H	3605	F	CORRECTIONAL OFFICER - LEAD	6/18/1990	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00008949	605H	3605	F	SUPVY CORRECTIONAL OFFICER	10/2/1996	13	0	96,755.51	26,994.79	123,750.30	1.00	Reg		N
FLO	16	00009092	605H	3605	F	CORRECTIONAL OFFICER	1/3/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00009131	605H	3605	F	CORRECTIONAL OFFICER	9/24/2007	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00009384	605H	3605	F	CORRECTIONAL OFFICER	5/4/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00009479	605H	3605	F	CORRECTIONAL OFFICER - LEAD	6/11/2007	9	6	64,917.00	18,111.84	83,028.84	1.00	Reg		N
FLO	16	00009594	605H	3605	F	CORRECTIONAL OFFICER	10/20/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00009613	605H	3605	F	CORRECTIONAL OFFICER	10/24/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00009725	605H	3605	F	CORRECTIONAL OFFICER	12/22/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00009758	605H	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00009804	605H	3605	F	CORRECTIONAL OFFICER	10/13/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00009863	605H	3605	F	CORRECTIONAL OFFICER - LEAD	10/21/1993	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00009921	605H	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00009928	605H	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00010007	605H	3605	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010011	605H	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010014	605H	3605	F	CORRECTIONAL OFFICER	3/5/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00010027	605H	3605	F	CORRECTIONAL OFFICER	5/11/1987	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010112	605H	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	7	60,414.00	16,855.51	77,269.51	1.00	Reg		N
FLO	16	00010208	605H	3605	F	CORRECTIONAL OFFICER	9/2/2008	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010234	605H	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00010235	605H	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00010241	605H	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010247	605H	3605	F	CORRECTIONAL OFFICER	7/19/2010	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010318	605H	3605	F	CORRECTIONAL OFFICER	2/17/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010322	605H	3605	F	CORRECTIONAL OFFICER	12/20/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00010358	605H	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010431	605H	3605	F	CORRECTIONAL OFFICER	12/12/1995	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00010445	605H	3605	F	CORRECTIONAL OFFICER	10/14/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010629	605H	3605	F	CORRECTIONAL OFFICER	2/11/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010697	605H	3605	F	CORRECTIONAL OFFICER	3/15/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00010719	605H	3605	F	CORRECTIONAL OFFICER	6/11/2007	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00010735	605H	3605	F	CORRECTIONAL OFFICER - LEAD	8/6/2007	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00010902	605H	3605	F	CORRECTIONAL OFFICER	6/8/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00010938	605H	3605	F	CORRECTIONAL OFFICER	6/8/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00011155	605H	3605	F	CORRECTIONAL OFFICER	5/7/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00011427	605H	3605	F	CORRECTIONAL OFFICER	7/28/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00011571	605H	3605	F	CORRECTIONAL OFFICER	1/27/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00012193	605H	3605	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00012206	605H	3605	F	CORRECTIONAL OFFICER	1/27/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00012413	605H	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00012521	605H	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00012525	605H	3605	F	CORRECTIONAL OFFICER	11/4/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00012645	605H	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00012677	605H	3605	F	CORRECTIONAL OFFICER	9/9/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00012727	605H	3605	F	CORRECTIONAL OFFICER	3/17/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00012979	605H	3605	F	CORRECTIONAL OFFICER	8/25/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00012991	605H	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00013169	605H	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00013462	605H	3605	F	CORRECTIONAL OFFICER	3/9/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00013704	605H	3605	F	SUPV CORRECTIONAL OFFICER	11/3/2014	11	0	72,233.90	20,153.26	92,387.16	1.00	Reg		N
FLO	16	00014059	605H	3605	F	CORRECTIONAL OFFICER	9/26/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00015204	605H	3605	F	CORRECTIONAL OFFICER	9/21/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00015348	605H	3605	F	CORRECTIONAL OFFICER	12/20/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00015587	605H	3605	F	CORRECTIONAL OFFICER	5/10/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00015657	605H	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00015785	605H	3605	F	CORRECTIONAL OFFICER	12/11/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00015850	605H	3605	F	CORRECTIONAL OFFICER	1/5/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00016118	605H	3605	F	CORRECTIONAL OFFICER	9/16/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00016230	605H	3605	F	CORRECTIONAL OFFICER	4/8/2013	7	3	49,484.00	13,806.04	63,290.04	1.00	Reg		N
FLO	16	00016296	605H	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00016483	605H	3605	F	CORRECTIONAL OFFICER	12/5/2011	8	7	60,414.00	16,855.51	77,269.51	1.00	Reg		N
FLO	16	00016486	605H	3605	F	CORRECTIONAL OFFICER	11/12/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00016567	605H	3605	F	CORRECTIONAL OFFICER	9/11/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00016571	605H	3605	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00016710	605H	3605	F	CORRECTIONAL TREATMENT SPEC	9/22/2014	9	3	55,691.00	15,537.79	71,228.79	1.00	Reg		N
FLO	16	00016878	605H	3605	F	CORRECTIONAL OFFICER	7/14/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00016910	605H	3605	F	CORRECTIONAL OFFICER	6/2/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00016913	605H	3605	F	CORRECTIONAL OFFICER	9/9/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00016924	605H	3605	F	CORRECTIONAL OFFICER	12/5/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00016948	605H	3605	F	CORRECTIONAL OFFICER	9/9/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00017007	605H	3605	F	CORRECTIONAL OFFICER - LEAD	6/15/1992	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00017021	605H	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00017034	605H	3605	F	CORRECTIONAL OFFICER	3/26/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00017122	605H	3605	F	CORRECTIONAL OFFICER	2/11/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00017138	605H	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00017148	605H	3605	F	CORRECTIONAL OFFICER	7/17/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00017585	605H	3605	F	CORRECTIONAL OFFICER	12/20/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00017947	605H	3605	F	CORRECTIONAL OFFICER	4/26/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00018993	605H	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00019783	605H	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00019806	605H	3605	F	CORRECTIONAL OFFICER	12/5/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00020255	605H	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00020415	605H	3605	F	CORRECTIONAL OFFICER	3/26/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00020441	605H	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00020501	605H	3605	F	CORRECTIONAL OFFICER	3/26/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00020623	605H	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00020983	605H	3605	F	CORRECTIONAL OFFICER	4/9/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00021139	605H	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00021160	605H	3605	F	CORRECTIONAL OFFICER	10/24/1988	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00021188	605H	3605	F	CORRECTIONAL OFFICER	3/29/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00021231	605H	3605	F	CORRECTIONAL OFFICER	7/14/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00021255	605H	3605	F	CORRECTIONAL OFFICER	7/14/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00021362	605H	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00021402	605H	3605	F	CORRECTIONAL OFFICER	2/9/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00021447	605H	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00021994	605H	3605	F	CORRECTIONAL OFFICER	12/14/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00022201	605H	3605	F	CORRECTIONAL OFFICER	12/14/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00022362	605H	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00022396	605H	3605	F	CORRECTIONAL OFFICER	5/5/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00022432	605H	3605	F	CORRECTIONAL OFFICER	10/20/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00022623	605H	3605	F	CORRECTIONAL OFFICER	2/26/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00023025	605H	3605	F	CORRECTIONAL OFFICER	4/7/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00024136	605H	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00024143	605H	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00024736	605H	3605	F	CORRECTIONAL OFFICER	1/27/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00024834	605H	3605	F	CORRECTIONAL OFFICER	11/10/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00024835	605H	3605	F	CORRECTIONAL OFFICER - LEAD	4/9/2012	9	3	60,075.00	16,760.93	76,835.93	1.00	Reg		N
FLO	16	00024968	605H	3605	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00025033	605H	3605	F	CORRECTIONAL OFFICER	8/10/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00025089	605H	3605	F	CORRECTIONAL OFFICER	12/20/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00025190	605H	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00025238	605H	3605	F	CORRECTIONAL OFFICER	10/22/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00025465	605H	3605	F	CORRECTIONAL OFFICER	6/16/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00025656	605H	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00025717	605H	3605	F	CORRECTIONAL OFFICER	9/21/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00025829	605H	3605	F	CORRECTIONAL OFFICER	4/9/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00026018	605H	3605	F	CORRECTIONAL OFFICER	3/28/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00026025	605H	3605	F	LEAD CORRECTIONAL OFC	3/4/1995	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00026042	605H	3605	F	CORRECTIONAL OFFICER	7/16/1984	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00026115	605H	3605	F	CORRECTIONAL OFFICER	7/14/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00026161	605H	3605	F	CORRECTIONAL OFFICER	2/22/2005	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00026168	605H	3605	F	CORRECTIONAL OFFICER	10/31/2005	8	7	60,414.00	16,855.51	77,269.51	1.00	Reg		N
FLO	16	00026286	605H	3605	F	CORRECTIONAL OFFICER	8/18/2008	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00026388	605H	3605	F	CORRECTIONAL OFFICER	1/14/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00026422	605H	3605	F	CORRECTIONAL OFFICER	9/3/1985	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00026423	605H	3605	F	CORRECTIONAL OFFICER	10/7/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00026510	605H	3605	F	CORRECTIONAL OFFICER	7/9/2007	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00026850	605H	3605	F	CORRECTIONAL OFFICER	1/27/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00026875	605H	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00027024	605H	3605	F	CORRECTIONAL OFFICER	2/1/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00027058	605H	3605	F	CORRECTIONAL OFFICER	4/22/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00027102	605H	3605	F	CORRECTIONAL OFFICER	11/13/2007	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00029046	605H	3605	F	CORRECTIONAL OFFICER	5/10/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00032515	605H	3605	F	CORRECTIONAL OFFICER	5/22/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032699	605H	3605	F	CORRECTIONAL OFFICER	10/4/2004	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032747	605H	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00032774	605H	3605	F	CORRECTIONAL OFFICER	6/18/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00032809	605H	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00032852	605H	3605	F	CORRECTIONAL OFFICER	11/20/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032900	605H	3605	F	CORRECTIONAL OFFICER	7/26/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032992	605H	3605	F	CORRECTIONAL OFFICER	11/9/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00033164	605H	3605	F	CORRECTIONAL OFFICER	7/6/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00033252	605H	3605	F	CORRECTIONAL OFFICER	9/9/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033338	605H	3605	F	CORRECTIONAL OFFICER	12/24/2007	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00033364	605H	3605	F	CORRECTIONAL OFFICER	11/13/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00033481	605H	3605	F	CORRECTIONAL OFFICER	4/8/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00033531	605H	3605	F	CORRECTIONAL OFFICER	11/18/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033553	605H	3605	F	CORRECTIONAL OFFICER	11/23/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00033604	605H	3605	F	CORRECTIONAL OFFICER	10/7/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00033635	605H	3605	F	CORRECTIONAL OFFICER	9/7/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033675	605H	3605	F	CORRECTIONAL OFFICER	2/14/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033748	605H	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00033777	605H	3605	F	CORRECTIONAL OFFICER	12/8/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033778	605H	3605	F	CORRECTIONAL OFFICER	5/18/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033811	605H	3605	F	CORRECTIONAL OFFICER	2/11/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00033813	605H	3605	F	CORRECTIONAL OFFICER - LEAD	8/20/1994	9	9	69,759.00	19,462.76	89,221.76	1.00	Reg		N
FLO	16	00033830	605H	3605	F	CORRECTIONAL OFFICER	1/19/1996	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033837	605H	3605	F	CORRECTIONAL OFFICER	12/17/1997	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00042468	605H	3605	F	CORRECTIONAL OFFICER	1/30/2012	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00044484	605H	3605	F	CORRECTIONAL OFFICER	3/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00045442	605H	3605	F	CORRECTIONAL OFFICER	9/25/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00045443	605H	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00045448	605H	3605	F	CORRECTIONAL OFFICER	10/7/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00045455	605H	3605	F	CORRECTIONAL OFFICER	9/25/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00045582	605H	3605	F	CORRECTIONAL OFFICER	4/9/2012	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00045583	605H	3605	F	CORRECTIONAL OFFICER	2/1/2010	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00045585	605H	3605	F	CORRECTIONAL OFFICER	1/25/2016	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00045586	605H	3605	F	CORRECTIONAL OFFICER	12/7/2009	7	5	52,124.00	14,542.60	66,666.60	1.00	Reg		N
FLO	16	00045591	605H	3605	F	CORRECTIONAL OFFICER	5/10/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00045845	605H	3605	F	CORRECTIONAL OFFICER	12/22/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00073132	605H	3605	F	CORRECTIONAL OFFICER	9/13/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00073134	605H	3605	F	CORRECTIONAL OFFICER	2/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00073647	605H	3605	F	CORRECTIONAL OFFICER	9/24/2012	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077825	605H	3605	F	CORRECTIONAL OFFICER	5/6/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077826	605H	3605	F	CORRECTIONAL OFFICER	5/6/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077827	605H	3605	F	CORRECTIONAL OFFICER	5/6/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077828	605H	3605	F	CORRECTIONAL OFFICER	5/6/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077829	605H	3605	F	CORRECTIONAL OFFICER	5/6/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077854	605H	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077855	605H	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00077858	605H	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077859	605H	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077861	605H	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077862	605H	3605	F	CORRECTIONAL OFFICER	5/20/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077863	605H	3605	F	CORRECTIONAL OFFICER	10/15/1990	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077864	605H	3605	F	CORRECTIONAL OFFICER	6/3/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077866	605H	3605	F	CORRECTIONAL OFFICER	6/3/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077867	605H	3605	F	CORRECTIONAL OFFICER	6/17/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077868	605H	3605	F	CORRECTIONAL OFFICER	6/17/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077869	605H	3605	F	CORRECTIONAL OFFICER	8/26/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00077870	605H	3605	F	CORRECTIONAL OFFICER	6/17/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077871	605H	3605	F	CORRECTIONAL OFFICER	6/17/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00077872	605H	3605	F	CORRECTIONAL OFFICER	6/17/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00077873	605H	3605	F	CORRECTIONAL OFFICER	8/10/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00082270	605H	3605	F	CORRECTIONAL OFFICER	3/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082275	605H	3605	F	CORRECTIONAL OFFICER	11/4/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082276	605H	3605	F	CORRECTIONAL OFFICER	11/16/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00082278	605H	3605	F	CORRECTIONAL OFFICER	11/4/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082280	605H	3605	F	CORRECTIONAL OFFICER	11/18/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082282	605H	3605	F	CORRECTIONAL OFFICER	11/4/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082283	605H	3605	F	CORRECTIONAL OFFICER	11/18/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082286	605H	3605	F	CORRECTIONAL OFFICER	11/4/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082287	605H	3605	F	CORRECTIONAL OFFICER	11/18/2013	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00082590	605H	3605	F	Lead Legal Instruments Examine	5/26/2009	9	3	52,717.00	14,708.04	67,425.04	1.00	Reg		N
FLO	16	00082622	605H	3605	F	CORRECTIONAL OFFICER	3/24/2014	7	2	48,164.00	13,437.76	61,601.76	1.00	Reg		N
FLO	16	00085673	605H	3605	F	Supervisory Chaplain	6/15/2015	13	0	86,520.00	24,139.08	110,659.08	1.00	Reg		N
FLO	16	00009714	605I	3605	F	CORRECTIONAL OFFICER	8/30/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00005962	605J	3605	F	CORRECTIONAL OFFICER - LEAD	1/10/2005	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00011304	605J	3605	F	CORRECTIONAL OFFICER - LEAD	9/13/2010	9	2	58,461.00	16,310.62	74,771.62	1.00	Reg		N
FLO	16	00019617	605K	3605	F	CORRECTIONAL OFFICER	8/20/2007	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00026197	605K	3605	F	CORRECTIONAL OFFICER - LEAD	1/31/2011	9	2	58,461.00	16,310.62	74,771.62	1.00	Reg		N
FLO	16	00032710	605K	3605	F	CORRECTIONAL OFFICER - LEAD	1/30/2012	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00018192	605L	3605	F	CORRECTIONAL OFFICER - LEAD	3/1/2010	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00026590	605L	3605	F	Clerical Assistant (OA)	6/14/1993	5	10	51,244.00	14,297.08	65,541.08	1.00	Reg		N
FLO	16	00006961	605M	3605	F	CORRECTIONAL OFFICER	2/27/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00008087	605M	3605	F	CORRECTIONAL OFFICER	11/10/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00008275	605M	3605	F	CORRECTIONAL OFFICER	10/13/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00008640	605M	3605	F	CORRECTIONAL OFFICER	8/10/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010625	605M	3605	F	CORRECTIONAL OFFICER	10/20/2014	6	2	45,131.00	12,591.55	57,722.55	1.00	Reg		N
FLO	16	00010891	605M	3605	F	CORRECTIONAL OFFICER	1/23/2006	8	8	61,875.00	17,263.13	79,138.13	1.00	Reg		N
FLO	16	00012569	605M	3605	F	CORRECTIONAL OFFICER	2/3/1983	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00016163	605M	3605	F	CORRECTIONAL OFFICER	7/27/2009	8	4	56,031.00	15,632.65	71,663.65	1.00	Reg		N
FLO	16	00016430	605M	3605	F	CORRECTIONAL OFFICER - LEAD	7/5/1990	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00022503	605M	3605	F	CORRECTIONAL OFFICER	1/3/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00022696	605M	3605	F	CORRECTIONAL OFFICER	2/6/1986	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00025191	605M	3605	F	CORRECTIONAL OFFICER - LEAD	10/24/1988	9	10	71,373.00	19,913.07	91,286.07	1.00	Reg		N
FLO	16	00032622	605M	3605	F	CORRECTIONAL OFFICER	1/30/2012	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00033360	605M	3605	F	CORRECTIONAL OFFICER	3/23/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00005546	605O	3605	F	CORRECTIONAL OFFICER	4/28/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010005	605O	3605	F	CORRECTIONAL OFFICER	10/14/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00010142	605O	3605	F	CORRECTIONAL OFFICER	8/15/2011	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00010361	605O	3605	F	CORRECTIONAL OFFICER	2/9/2015	6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00012374	605O	3605	F	CORRECTIONAL OFFICER	11/6/1991	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00012786	605O	3605	F	CORRECTIONAL OFFICER	11/13/2006	8	6	58,953.00	16,447.89	75,400.89	1.00	Reg		N
FLO	16	00015232	605O	3605	F	CORRECTIONAL OFFICER	11/14/1996	8	0	64,872.00	18,099.29	82,971.29	1.00	Reg		N
FLO	16	00017056	605O	3605	F	CORRECTIONAL OFFICER	11/9/2009	8	8	61,875.00	17,263.13	79,138.13	1.00	Reg		N
FLO	16	00017142	605O	3605	F	CORRECTIONAL OFFICER - LEAD	12/24/2007	9	4	61,689.00	17,211.23	78,900.23	1.00	Reg		N
FLO	16	00018244	605O	3605	F	CORRECTIONAL OFFICER	1/5/2009	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N
FLO	16	00020009	605O	3605	F	CORRECTIONAL OFFICER	1/23/2006	8	9	63,336.00	17,670.74	81,006.74	1.00	Reg		N
FLO	16	00025144	605O	3605	F	CORRECTIONAL OFFICER	7/18/2010	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00025681	605O	3605	F	CORRECTIONAL OFFICER	8/6/1996	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00029025	605O	3605	F	CORRECTIONAL OFFICER - LEAD	6/13/2005	9	8	68,145.00	19,012.46	87,157.46	1.00	Reg		N
FLO	16	00029035	605O	3605	F	CORRECTIONAL OFFICER	8/18/2008	8	5	57,492.00	16,040.27	73,532.27	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00029036	605O	3605	F	CORRECTIONAL OFFICER	6/27/2005	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00029038	605O	3605	F	CORRECTIONAL OFFICER	5/10/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00032398	605O	3605	F	CORRECTIONAL OFFICER	3/23/1992	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032657	605O	3605	F	CORRECTIONAL OFFICER	5/13/1995	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00032901	605O	3605	F	CORRECTIONAL OFFICER	8/16/2010	8	3	54,570.00	15,225.03	69,795.03	1.00	Reg		N
FLO	16	00033585	605O	3605	F	CORRECTIONAL OFFICER	4/8/1993	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033621	605O	3605	F	CORRECTIONAL OFFICER	1/19/1999	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00033854	605O	3605	F	CORRECTIONAL OFFICER	2/26/1990	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00045457	605O	3605	F	CORRECTIONAL OFFICER	5/27/2008	8	8	61,875.00	17,263.13	79,138.13	1.00	Reg		N
FLO	16	00082271	605O	3605	F	CORRECTIONAL OFFICER - LEAD	2/11/2008	9	5	63,303.00	17,661.54	80,964.54	1.00	Reg		N
FLO	16	00029045	605P	3605	F	SUPVY CORRECTIONAL OFFICER	9/29/1997	11	0	75,677.90	21,114.13	96,792.03	1.00	Reg		N
FLO	16	00007068	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	12/3/2007	8	10	57,962.00	16,171.40	74,133.40	1.00	Reg		N
FLO	16	00007375	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	11/25/1988	8	9	61,133.00	17,056.11	78,189.11	1.00	Reg		N
FLO	16	00008025	605Q	3605	F	SUPV LEGAL INSTRUMENT EXAMINR	7/23/2007	11	0	68,695.40	19,166.02	87,861.42	1.00	Reg		N
FLO	16	00008399	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	11/13/2006	8	7	58,069.00	16,201.25	74,270.25	1.00	Reg		N
FLO	16	00008569	605Q	3605	F	CRIMINAL INVEST	10/5/1993	11	8	67,613.00	18,864.03	86,477.03	1.00	Reg		N
FLO	16	00013663	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	8/20/2007	8	5	55,005.00	15,346.40	70,351.40	1.00	Reg		N
FLO	16	00016386	605Q	3605	F	Program Support Specialist	6/3/2013	11	7	65,839.00	18,369.08	84,208.08	1.00	Reg		N
FLO	16	00016504	605Q	3605	F	LEGAL INSTRUMENTS EXAMIN SUPV	1/8/2007	11	0	64,976.83	18,128.54	83,105.37	1.00	Reg		N
FLO	16	00016539	605Q	3605	F	Lead Legal Instruments Examine	2/28/1994	9	10	67,521.00	18,838.36	86,359.36	1.00	Reg		N
FLO	16	00023457	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	12/27/2004	8	9	61,133.00	17,056.11	78,189.11	1.00	Reg		N
FLO	16	00025058	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	3/8/1986	8	10	62,665.00	17,483.54	80,148.54	1.00	Reg		N
FLO	16	00026113	605Q	3605	F	SUPV LEGAL INSTRUMENT EXAMINR	12/26/2006	11	0	64,976.83	18,128.54	83,105.37	1.00	Reg		N
FLO	16	00026139	605Q	3605	F	CORRECTIONAL PGM OFFICER	1/28/2013	12	0	81,694.60	22,792.79	104,487.39	1.00	Reg		N
FLO	16	00027315	605Q	3605	F	Lead Legal Instruments Examine	9/17/2007	9	10	67,521.00	18,838.36	86,359.36	1.00	Reg		N
FLO	16	00029079	605Q	3605	F	CORRECTIONAL PGM OFR RECORD	10/16/1983	12	0	73,161.35	20,412.02	93,573.37	1.00	Reg		N
FLO	16	00033157	605Q	3605	F	CORRECTIONAL PGM ADMIN	12/24/2007	13	0	90,330.28	25,202.15	115,532.43	1.00	Reg		N
FLO	16	00033575	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	3/17/2008	8	4	49,352.00	13,769.21	63,121.21	1.00	Reg		N
FLO	16	00035698	605Q	3605	F	Lead Legal Instruments Examine	6/18/1990	9	9	65,831.00	18,366.85	84,197.85	1.00	Reg		N
FLO	16	00035703	605Q	3605	F	Lead Legal Instruments Examine	7/16/1990	9	10	67,521.00	18,838.36	86,359.36	1.00	Reg		N
FLO	16	00042406	605Q	3605	F	Lead Legal Instruments Exam.	5/7/1990	9	7	62,451.00	17,423.83	79,874.83	1.00	Reg		N
FLO	16	00042435	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	12/3/2007	8	6	52,222.00	14,569.94	66,791.94	1.00	Reg		N
FLO	16	00042437	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	5/6/1991	8	10	62,665.00	17,483.54	80,148.54	1.00	Reg		N
FLO	16	00042441	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	12/26/2006	8	8	59,601.00	16,628.68	76,229.68	1.00	Reg		N
FLO	16	00042445	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	12/11/2006	8	10	62,665.00	17,483.54	80,148.54	1.00	Reg		N
FLO	16	00042452	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	1/8/2007	8	7	58,069.00	16,201.25	74,270.25	1.00	Reg		N
FLO	16	00042455	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	6/18/1990	8	10	62,665.00	17,483.54	80,148.54	1.00	Reg		N
FLO	16	00042456	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	7/8/2007	8	7	58,069.00	16,201.25	74,270.25	1.00	Reg		N
FLO	16	00042458	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	2/19/2008	8	7	53,657.00	14,970.30	68,627.30	1.00	Reg		N
FLO	16	00042463	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	1/8/2007	8	7	58,069.00	16,201.25	74,270.25	1.00	Reg		N
FLO	16	00042464	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	1/8/2007	8	7	58,069.00	16,201.25	74,270.25	1.00	Reg		N
FLO	16	00042465	605Q	3605	F	LEGAL INSTRUMENTS EXAMINER	7/8/2007	8	6	56,537.00	15,773.82	72,310.82	1.00	Reg		N
FLO	16	00042467	605Q	3605	F	Lead Legal Instruments Examine	7/23/2007	9	5	59,071.00	16,480.81	75,551.81	1.00	Reg		N
FLO	16	00044136	605Q	3605	F	LEGAL INSTRUMENTS EXAMIN SUPV	11/7/1993	11	0	74,268.28	20,720.85	94,989.13	1.00	Reg		N
FLO	16	00045577	605Q	3605	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00082342	605Q	3605	F	CRIMINAL INVEST	10/13/1988	11	10	71,161.00	19,853.92	91,014.92	1.00	Reg		N
FLO	16	00071345	615A	3615	F	Monitoring Specialist	6/26/2010	9	6	53,131.00	14,823.55	67,954.55	1.00	Reg		N
FLO	16	00071346	615A	3615	F	Monitoring Specialist	4/26/2010	9	7	54,595.00	15,232.01	69,827.01	1.00	Reg		N
FLO	16	00071348	615A	3615	F	Monitoring Specialist	12/28/2015	9	4	50,203.00	14,006.64	64,209.64	1.00	Reg		N
FLO	16	00071349	615A	3615	F	Monitoring Specialist	9/26/2011	9	6	53,131.00	14,823.55	67,954.55	1.00	Reg		N
FLO	16	00071350	615A	3615	F	Monitoring Specialist	4/26/2010	9	6	53,131.00	14,823.55	67,954.55	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00000505	630C	3630	F	CORRECTIONAL OFFICER	3/25/2013	8	2	53,109.00	14,817.41	67,926.41	1.00	Reg		N
FLO	16	00006259	630C	3630	F	CORRECTIONAL OFFICER - LEAD	4/5/2010	9	10	71,373.00	19,913.07	91,286.07	0.20	Term		N
FLO	16	00006259	630C	3630	F	CORRECTIONAL OFFICER - LEAD	4/5/2010	9	10	71,373.00	19,913.07	91,286.07	0.80	Term		N
FLO	16	00017346	630E	3630	F	COMPUTER OPERATOR	2/15/1982	6	10	54,636.00	15,243.44	69,879.44	1.00	Reg		N
FLO	16	00018334	630E	3630	F	CORRECTIONAL OFFICER	2/21/1996	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00022723	630E	3630	F	CORRECTIONAL OFFICER - LEAD	11/14/2007	9	3	60,075.00	16,760.93	76,835.93	1.00	Reg		N
FLO	16	00023224	630E	3630	F	CORRECTIONAL OFFICER	5/24/1989	8	10	64,797.00	18,078.36	82,875.36	1.00	Reg		N
FLO	16	00029072	630E	3630	F	CORRECTIONAL PGM OFFICER	7/7/2008	12	0	87,792.97	24,494.24	112,287.21	1.00	Reg		N
FLO	16	00045633	901A	4901	F	Staff Assistant	5/5/2014	2	0	39,393.38	10,990.75	50,384.13	1.00	Reg		N
FLO	16	00046257	901A	4901	F	Acting Director	2/7/2011	E1	0	98,345.43	27,438.37	125,783.80	1.00	Reg		N
FLO	16	00046689	901A	4901	F	Program Analyst	5/26/2015	12	4	74,654.00	20,828.47	95,482.47	1.00	Term		N
										\$ 55,256,405.10	\$ 15,416,537.02	\$ 70,672,942.12	877.00			
FLO	16	00010656	110A	1110	V	Correctional Program Specialis		12	0	68,294.00	19,054.03	87,348.03	1.00	Reg		N
FLO	16	00016339	120C	1120	V	Training Specialist		11	1	55,195.00	15,399.41	70,594.41	1.00	Reg		N
FLO	16	00042454	120C	1120	V	Training Specialist		11	0	55,195.00	15,399.41	70,594.41	1.00	Reg		N
FLO	16	00042466	120C	1120	V	Training Specialist		11	0	55,195.00	15,399.41	70,594.41	1.00	Reg		N
FLO	16	00075398	130A	1130	V	Risk Management Specialist		13	0	78,687.00	21,953.67	100,640.67	1.00	Reg		N
FLO	16	00085666	130A	1130	V	Communications Specialist		11	0	55,195.00	15,399.41	70,594.41	1.00	Reg		N
FLO	16	00006400	130H	1130	V	ACCOUNTANT		12	1	73,868.00	20,609.17	94,477.17	1.00	Reg		N
FLO	16	00025209	130J	1130	V	SUPV CORRECTIONAL OFFICER		11	0	74,402.00	20,758.16	95,160.16	1.00	Reg		N
FLO	16	00045797	130J	1130	V	CRIMINAL INVEST		12	0	68,294.00	19,054.03	87,348.03	1.00	Reg		N
FLO	16	00071355	145A	1145	V	Info. Tech. Spec. (Network)		12	0	73,867.00	20,608.89	94,475.89	1.00	Reg		N
FLO	16	00003711	145D	1145	V	FIRE PROTECTION SPEC		10	1	57,606.00	16,072.07	73,678.07	1.00	Reg		N
FLO	16	00009759	160B	1160	V	Correct. Fac. Oper. Spec.		12	1	68,294.00	19,054.03	87,348.03	1.00	Reg		N
FLO	16	00044425	160B	1160	V	Door Systems Mechanic		9	1	48,651.20	13,573.68	62,224.88	1.00	Reg		N
FLO	16	00006144	210A	100F	V	BUDGET ANALYST		9	1	61,635.00	17,196.17	78,831.17	1.00	Reg		N
FLO	16	00073147	210A	100F	V	BUDGET ANALYST		9	0	61,635.00	17,196.17	78,831.17	1.00	Reg		N
FLO	16	00071660	510K	2510	V	MAIL CLERK		5	0	33,411.00	9,321.67	42,732.67	1.00	Reg		N
FLO	16	00035646	520A	2520	V	Management and Program Analyst		11	1	55,195.00	15,399.41	70,594.41	1.00	Reg		N
FLO	16	00044229	520M	2520	V	Volunteer Services Assistant		7	0	46,898.00	13,084.54	59,982.54	1.00	Reg		N
FLO	16	00082536	520N	2520	V	Correctional Treatment Spec		11	0	61,272.00	17,094.89	78,366.89	1.00	Reg		N
FLO	16	00042474	520P	2520	V	Correctional Treatment Spec (R		12	0	73,416.00	20,483.06	93,899.06	1.00	Reg		N
FLO	16	00085680	520P	2520	V	Peer Program Assistant		5	0	33,411.00	9,321.67	42,732.67	0.40	Temp		N
FLO	16	00085681	520P	2520	V	Peer Program Assistant		5	0	33,411.00	9,321.67	42,732.67	0.60	Temp		N
FLO	16	00051427	530B	2530	V	Social Worker		12	0	73,867.00	20,608.89	94,475.89	1.00	Reg		N
FLO	16	00007713	530J	2530	V	CORRECTIONAL OFFICER - LEAD		9	1	49,551.00	13,824.73	63,375.73	1.00	Reg		N
FLO	16	00012723	530J	2530	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00016586	530J	2530	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00025801	530J	2530	V	CORRECTIONAL OFFICER - LEAD		9	1	56,847.00	15,860.31	72,707.31	1.00	Reg		N
FLO	16	00085572	530N	2530	V	Nurse Consultant		12	1	77,984.00	21,757.54	99,741.54	1.00	Reg		N
FLO	16	00011151	605A	3605	V	CORRECTIONAL OFFICER		6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00013144	605A	3605	V	SUPV CORRECTIONAL OFFICER		11	0	74,402.00	20,758.16	95,160.16	1.00	Reg		N
FLO	16	00016823	605A	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00042656	605A	3605	V	SUPVY CORRECTIONAL OFFICER		13	0	100,962.50	28,168.54	129,131.04	1.00	Reg		N
FLO	16	00073138	605A	3605	V	CORRECTIONAL OFFICER		8	0	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00026640	605B	3605	V	Training Spec-Bilingua (GED)		11	1	55,195.00	15,399.41	70,594.41	1.00	Reg		N
FLO	16	00001485	605C	3605	V	Comm Svcs Program Asst		7	1	37,927.00	10,581.63	48,508.63	1.00	Reg		N
FLO	16	00001627	605C	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00009134	605C	3605	V	CORRECTIONAL OFFICER - LEAD		9	1	56,847.00	15,860.31	72,707.31	1.00	Reg		N
FLO	16	00009913	605C	3605	V	CORRECTIONAL OFFICER		6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00010031	605C	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N

DEPARTMENT OF CORRECTION SCHEDULE "A" AS OF FEBRUARY 1, 2016

Agency Code	Fiscal Year	Posn Nbr	Prgm Code	Activity	Vac Stat	Title	Hire Date	Grade	Step	Salary	Fringe - 27.9%	Total	FTE x Dist %	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FLO	16	00010714	605C	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00017097	605C	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00025408	605C	3605	V	SUPV CORRECTIONAL OFFICER		11	0	74,402.00	20,758.16	95,160.16	1.00	Reg		N
FLO	16	00025586	605C	3605	V	SUPV CORRECTIONAL OFFICER		11	1	74,402.00	20,758.16	95,160.16	1.00	Reg		N
FLO	16	00032995	605C	3605	V	CORRECTIONAL OFFICER - LEAD		9	1	56,847.00	15,860.31	72,707.31	1.00	Reg		N
FLO	16	00036694	605C	3605	V	CORRECTIONAL OFFICER - LEAD		9	1	56,847.00	15,860.31	72,707.31	1.00	Reg		N
FLO	16	00045580	605C	3605	V	Correctional Treatment Special		9	0	52,311.00	14,594.77	66,905.77	1.00	Reg		N
FLO	16	00046337	605C	3605	V	SUPV CORRECTIONAL OFFICER		11	0	74,402.00	20,758.16	95,160.16	1.00	Reg		N
FLO	16	00087501	605C	3605	V	Equal Employment Specialist		13	0	78,687.00	21,953.67	100,640.67	1.00	Reg		N
FLO	16	00011209	605D	3605	V	CORRECTIONAL OFFICER - LEAD		9	1	56,847.00	15,860.31	72,707.31	1.00	Reg		N
FLO	16	00009894	605F	3605	V	CORRECTIONAL OFFICER		7	1	46,844.00	13,069.48	59,913.48	1.00	Reg		N
FLO	16	00008626	605H	3605	V	SUPV CORRECTIONAL OFFICER		11	1	74,402.00	20,758.16	95,160.16	1.00	Reg		N
FLO	16	00011104	605H	3605	V	CORRECTIONAL OFFICER		6	1	43,965.00	12,266.24	56,231.24	1.00	Reg		N
FLO	16	00012858	605H	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00015120	605H	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00022163	605H	3605	V	CORRECTIONAL OFFICER - LEAD		9	1	56,847.00	15,860.31	72,707.31	1.00	Reg		N
FLO	16	00027710	605H	3605	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00032904	605H	3605	V	CORRECTIONAL OFFICER - LEAD		9	1	56,847.00	15,860.31	72,707.31	1.00	Reg		N
FLO	16	00033824	605H	3605	V	CORRECTIONAL OFFICER		7	1	46,844.00	13,069.48	59,913.48	1.00	Reg		N
FLO	16	00042462	605Q	3605	V	Social Worker		12	0	73,867.00	20,608.89	94,475.89	1.00	Reg		N
FLO	16	00042653	605Q	3605	V	CORRECTIONAL PGM OFFICER		12	0	87,793.50	24,494.39	112,287.89	1.00	Reg		N
FLO	16	00071347	615A	3615	V	Monitoring Specialist		9	0	45,811.00	12,781.27	58,592.27	1.00	Reg		N
FLO	16	00010696	630E	3630	V	CORRECTIONAL OFFICER		8	1	51,648.00	14,409.79	66,057.79	1.00	Reg		N
FLO	16	00075344	901A	4901	V	Workforce Development Spec.		11	0	55,195.00	15,399.41	70,594.41	1.00	Reg		N
										\$ 3,697,476.20	\$ 1,031,595.86	\$ 4,729,072.06	62.00			
							Grand Total			\$ 58,953,881.30	\$ 16,448,132.88	\$ 75,402,014.18	939.00			

- 3. Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.**

There are no employees detailed to or from the D.C. Department of Corrections.

4. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY15 and FY16, to date;**

Please see Attachment 4a for DOC response.

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY15 and FY16, to date;**

Please see Attachment 4b—fleet inventory. Vehicle accidents detailed below—FY 15/16:

Vehicle	Date	Cost	Description
29	3/2/2015	\$1,391	Minor scratch from fence under Superior Court.
2	6/15/2015	\$200	Rear ended by a taxi cab.
21	7/13/2015	\$3,215	Hit by a stolen car in Pennsylvania returning from transport run.
42	8/6/2015	\$3,770	Hit road debris from lane construction.
20	10/5/2015	\$945	DOC driver turned in front of another vehicle.
14	11/9/2015	\$2,483	Another vehicle turned in front of DOC vehicle.
38	11/29/2015	\$11,303	DOC vehicle was struck by a DUI driver-- major damage.

- c. A list of employee bonuses or special award pay granted in FY15 and FY16, to date;**

No employee bonuses or special award pay was granted in FY 2015 or FY 2016, to date.

d. A list of travel expenses, arranged by employee for FY15 and FY16, to date, including the justification for travel.

Agency	Fiscal Year	Employee	Employee Title	Travel Description	Actual Cost
FL0	2015	Faust, Thomas	Director	ACA's 2015 Winter Conference	\$ 2,264.55
FL0	2015	Johnson, Lennard K.	Deputy Warden of Operations	United States Deputy Warden's Association 70 th Annual Conference	\$ 2,345.34
FL0	2015	Lane, Latoya	Deputy Warden for Case Management and Programs	ACA's 2015 Winter/Summer Conferences	\$ 5,118.36
FL0	2015	Poole, Judy	Nurse Consultant	The National Conference on Correctional Health Care	\$ 2,909.50
FL0	2015	Charles Thornton	Director, ORCA	Pre-Release Outreach	\$ 5,555.21
FL0	2015	Voss, Catherine	Program Manager	RSAT Annual Conference	\$ 1,140.26
FL0	2015	Oliveria, Marie	Chief of Human Resource Management	2015 American with Disability ACT Compliance Training	\$ 945.00
FL0	2015	Martin, Tecora	EEO Specialist	2015 American with Disability ACT Compliance Training	\$ 945.00
FL0	2015	Taylor-Jones, Rosetta	ADA Coordinator	2015 American with Disability ACT Compliance Training	\$ 945.00
FL0	2015	Pflaum, Mark	Senior Operations Research Analyst	Public Performance Measurement and Reporting Conference	\$ 179.00
FL0	2015	Chakraborty, Reena	Chief of Strategic Planning and Analysis	Public Performance Measurement and Reporting Conference	\$ 179.00
FL0	2015	Shaw, Bryan	Information Technology Specialist	Course 446-Workshoop, Comp TIA Security+Examp Prep	\$ 2,550.00
FL0	2015	Ware, Larry	Information Technology Specialist	ICND1- Interconnecting Cisco Networking Devices	\$ 2,495.00
TOTAL					\$ 27,571.22

Agency	Fiscal Year	Employee	Employee Title	Travel Description	Actual Cost
FL0	2016	Jones, Elton	Health System Specialist	National Conference on Correctional Health Care	\$ 1,221.00
FL0	2016	Faust, Thomas	Director	ACA's 2016 Winter Conference	\$ 2,200.21
FL0	2016	Lane, Latoya Deputy Warden	Deputy Warden for Case Management	ACA's 2016 Winter Conference	\$ 2,642.47
FL0	2016	Kinsey, Goldman	Correctional Officer	ACA's 2016 Winter Conference	\$ 1,589.81
FL0	2016	Washington, Kimberly	Staff Assistant	ACA's 2016 Winter conference	\$ 1,589.81
FL0	2016	Robertson, Gloria	Accreditation & Compliance Officer	ACA's 2016 Winter Conference	\$ 462.74
TOTAL					\$ 9706.04

- e. Please list of the total overtime and workers' compensation payments paid in FY15 and FY16, to date, including the number of employees who received overtime and workers' compensation payments.

Worker's Compensation:

	Number of Employees	Total Compensation Payment
FY 2016	9	\$970,680.52
FY 2015	16	\$2,891,377.72

Overtime

	Number of Employees	Total Overtime Payments
FY 2016	595	\$2,778,599.00
FY 2015	637	\$4,354,236.00

Attachment 4a

Attachment 4a. Employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY15 and FY16, to date.

ID	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME	DEVICE
2022571009	Human Resources	MEDAT	Linda Redd	Cell/Smartphone
2022768992	OIT	IT Specialist	Michel Ramirez	Cell/Smartphone
2022769031	ODDO	Deputy Director	Toni Perry	Cell/Smartphone
2022852842	CDF Security Operations	PREA Coordinator	Prechelle Shannon	Cell/Smartphone
2022856936	Office of Investigative Services (OIS)	Correctional Surveillance Center Supervisor	Jerome Jones	Cell/Smartphone
2022857297	Community Corrections Administration (CC)	Supervisor	James Murphy	Cell/Smartphone
2022868495	Procurement	Contract Specialist	Keia Brooks	Cell/Smartphone
2022868736	General Counsel	Asst. General Counsel	Katherine Lampron	Cell/Smartphone
2022884604	Religious Services	Director	Samuel Whittaker	Cell/Smartphone
2022889346			Iris Phone2	Cell/Smartphone
2022942849	Office of Health Services Administration (OHSA)		Elton Jones	Cell/Smartphone
2022943979			Iris Phone1	Cell/Smartphone
2023045338	OIT		DOC ATC	Cell/Smartphone
2023045917	OIT		DOC ATC	Cell/Smartphone
2023047028	OIT		DOC ATC	Cell/Smartphone
2023410598	Director's Office	Exec. Asst.	Sallie Thomas	Cell/Smartphone
2023416871	Director's Office	Director	Thomas Faust	Cell/Smartphone
2023687792	CC	Halfway House Oversight	Chasity Jones	Cell/Smartphone
2024124281	Facilities Maintenance	Facility Manager	William Hampton	Cell/Smartphone
2024210310	CDF Security Operations	Environmental and Sanitation Unit Sergeant	Alvin Ford	Cell/Smartphone
2024259620	CDF Security Operations	Lieut. K-9 Handler	Marshall Day	Cell/Smartphone
2024366267	CDF Security Operations	Captain	Ellen McDonald-Haynes	Cell/Smartphone
2024385274	CDF Security Operations	Administrative Captain	Maury Jones	Cell/Smartphone
2024385616	Office of Government and Public Affairs	Communications	Darby Baham	Cell/Smartphone
2024385889	CDF Security Operations	Security	David Burrus	Cell/Smartphone
2024412613	Human Resources	Human Resources Specialist	Denise Shell	Cell/Smartphone
2024454463	CDF Security Operations	Deputy Warden	Lennard Johnson	Cell/Smartphone

ID	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME	DEVICE
2024454672	CDF Security Operations	Security	Nathaniel Robinson	Cell/Smartphone
2024456020	CDF Security Operations	Major	Brian Kendall	Cell/Smartphone
2024457853	CDF Security Operations	Captain	Eric Vinyard	Cell/Smartphone
2024458426	Director's Office	Analyst	Zachary Weaver	Cell/Smartphone
2024650751	CDF Security Operations	Supervisor	Lawrence Goodwin	Cell/Smartphone
2024650807	ODDMS	Deputy Director	Quincy Booth	Cell/Smartphone
2025311850	CDF Security Operations	Captain	Nora Talley	Cell/Smartphone
2025316228	CDF Security Operations	Captain	Glinda Brown	Cell/Smartphone
2025319543	Fleet Management	Supervisor	George Lample	Cell/Smartphone
2025319552	Inmate Work Squad	Supervisor	Julian Battle	Cell/Smartphone
2025380507	Training	Training Manager	Sherris Mundell	Cell/Smartphone
2025382389	CDF Security Operations	FIOA Officer	Oluwasegun Obebe	Cell/Smartphone
2025382396	CTF Case Management Services	Case Manager	Vera Lightner	Cell/Smartphone
2025497389	CDF Security Operations	Lieutenant	Sheila Marr	Cell/Smartphone
2025497811	Religious Services	Chaplain	Betty Green	Cell/Smartphone
2025498624	Inmate Records	Contractor Inmate Records	Paige Ireland	Cell/Smartphone
2026154459	OGC	General Counsel	Maria Amato	Cell/Smartphone
2026418819	CDF Security Operations	Captain	Sharon Cain-Smith	Cell/Smartphone
2026586381	CDF Security Operations	ERT	Jovani Feliciano	Cell/Smartphone
2026586467	CDF Security Operations	ERT	Leonard Thomas	Cell/Smartphone
2027163174	ODDMS	EEO Diversity Manager	Gitana Stewart-Ponder	Cell/Smartphone
2027460132	CDF Security Operations	Lieutenant	Marion Boyd	Cell/Smartphone
2027460477	CDF Security Operations	Lieutenant	Sandra Griffin	Cell/Smartphone
2027462843	CDF Security Operations	Lieutenant	Antoine Cobb	Cell/Smartphone
2027462928	CDF Security Operations	Lieutenant	Manuel Williams	Cell/Smartphone
2028025334	CDF Security Operations	Inmate Property	Glennard Walker	Cell/Smartphone
2028025339	CDF Security Operations	Tool Control	Dionne Makins	Cell/Smartphone
2028025468	CC	Inmate Work Squad	Ralph George	Cell/Smartphone
2028127107	OIS	OIA Investigator	Benjamin Collins	Cell/Smartphone
2028127199	Contracts Administration	Contract Administrator	Donald Hilliard	Cell/Smartphone
2028215132	Accreditation and Compliance	Division Chief	Gloria Robertson	Cell/Smartphone
2028264931	Contracts Administration	Division Chief	Trina Byrd	Cell/Smartphone
2028264932	HRM	Division Chief	Desiree Townes	Cell/Smartphone
2028264937	ODDO	Special Assistant	Kimberly Washington	Cell/Smartphone
2028264939	CDF Security Operations	Armorer	Jamar Jefferson	Cell/Smartphone
2022467096	CDF Security Operations	ERT	Montreal Ellerbe	Cell/Smartphone
2022771157	Agency Fiscal Officer	Agency Fiscal Officer	Antoinette Hudson-Beckham	Cell/Smartphone
2023211504	CDF Security Operations	ERT	Joseph Alexander	Cell/Smartphone

ID	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME	DEVICE
2023309801	OIS	Investigator	Cynthia Williams	Cell/Smartphone
2023452727	OIS	OIA Investigator	Jimmy Hobbs	Cell/Smartphone
2023452823	CDF Security Operations	ERT	Jovani Feliciano	Cell/Smartphone
2023693665	OIT	Division Chief	Baron Hsu	Cell/Smartphone
2023914433	OIS	Investigator	Danny Hunter	Cell/Smartphone
2023914514	CDF Security Operations	Lieutenant	Anthony Brown	Cell/Smartphone
2024382859	CDF Security Operations	Transportation Unit	Herbert Douglas	Cell/Smartphone
2024382979	OIS	Investigator	James Williams	Cell/Smartphone
2024384959	OIS	Investigator	Gary Foreman	Cell/Smartphone
2024385218	OIS	Investigator	Eddy Miranda	Cell/Smartphone
2024385526	Mailroom Operations	Mail Clerk	Robert Allen	Cell/Smartphone
2024386072	OIS	Investigator	Lynnita Thomas	Cell/Smartphone
2024974711	CC		Sharon Walker	Cell/Smartphone
2024974721	Case Management	Case Manager	Bridget Reavis-Tyler	Cell/Smartphone
2026586391	CDF Security Operations	ERT	Rashad Kilpatrick	Cell/Smartphone
2026586466	CDF Security Operations	ERT	Eric Folson	Cell/Smartphone
2026586470	CDF Security Operations	ERT	Ebony Jackson	Cell/Smartphone
2026586473	CDF Security Operations	ERT	Dwayne Taylor	Cell/Smartphone
2026586480	Inmate Work Squad	Officer	Dennis Best	Cell/Smartphone
2029051228	Inmate Programs	Deputy Warden for Programs	Latoya Lane	Cell/Smartphone
2029073369	Inmate Records	Supervisory Legal Instruments Examiner	Shelly Chisholm	Cell/Smartphone
2029073380	Fleet Management	Division Chief	George Lample	Cell/Smartphone
2022470720	OIT	Oracle DBA	Karen McCloskey	Cell/Smartphone
2022366911	CDF Security Operations	Corporal	Oliver Combs	Cell/Smartphone
2022553545	OIA	Investigator	Charles White	Cell/Smartphone
2022576356	Inmate Records	Supervisor	Jeanette Myrick	Cell/Smartphone
2023062924	Facilities Maintenance	HVAC Specialist	Walter Johnson	Cell/Smartphone
2023098226	Case Management	Chief Case Manager	Teresa Washington	Cell/Smartphone
2023452074	CDF Security Operations	Transportation Unit	Mark Loften	Cell/Smartphone
2024384984	CDF Security Operations	Transportation Unit	Andre Cole	Cell/Smartphone
2025382393	OHSA	Nurse Consultant	Judy Poole	Cell/Smartphone
2025382398	OGPA	PIO	Sylvia Lane	Cell/Smartphone
2025790153	ODDO	Deputy Director	Toni Perry	Cell/Smartphone
2025797303	Federal Billing Unit	Division Chief	Michael Phetphongsy	Cell/Smartphone
2025946298	OHSA	Medical Director	Beth Mynett	Cell/Smartphone
2025946998	CDF Security Operations	Major	Walter Coley	Cell/Smartphone

ID	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME	DEVICE
2025947618	CDF Security Operations	Captain	Delonda Craig	Cell/Smartphone
2025954677	CC	Halfway House Oversight	Sharon Walker	Cell/Smartphone
2025954678	CDF Security Operations	K-9	Herman Austin	Cell/Smartphone
2026415786	Training	Training Administrator	Ricardo Gradillas	Cell/Smartphone
2026573770	HRM	Labor Relations & Workforce	Paulette Johnson	Cell/Smartphone
2028215124	Contracts Administration	Contract Administrator	James Riddick	Cell/Smartphone
2028215134	OIS	Investigator	Darnell Dupar	Cell/Smartphone
2028342243	CDF Security Operations	Warden	William Smith	Cell/Smartphone
2028345737	CDF Security Operations	Supervisory Lieut.	Lewis Ford	Cell/Smartphone
2022972776	OIS	Chief of Investigative Services	Wanda Patten	Cell/Smartphone
2023685128	Director's Office	Director	Thomas Faust	Tablet
2025790153	ODDO	Deputy Director	Toni Perry	Tablet
2025946774	ODDMS	Dept. Director	Quincy Booth	Tablet
2025947951	OIT	ATC	Ponti Andrews	Tablet
2022579430	HRM	Chief	Desiree Townes	Wireless Air-Card
2022625042	OIS	Investigator	Darnell Dupar	Wireless Air-Card
2022883165	OIT	Oracle DBA	Karen McCloskey	Wireless Air-Card
2022471534	Fleet Management	Division Chief	George Lample	Wireless Air-Card
2025773048	Director's Office	Executive Assistant	Sallie Thomas	Wireless Air-Card

Attachment 4b

Attachment in Response to General Question 4.b

VEH. #	VEHICLE TYPE	TAG #	MAKE	YEAR	VIN #	ASSIGNED	INDIVIDUAL
1	Sedan	G11	Ford	2015	1FAHP2D80FG1128	Reeves Ctr.	Director
2	Sedan	G10	Chevy	2014	1G11A5SL8EF28981	Reeves Ctr.	Dep. Director
3	Sedan	G10	Chevy	2014	1G11A5SL1EF29443	Reeves Ctr.	Dep. Director
4	Wheel Chair	DC	Ford	2013	NM0KS9CN1DT174	Mtr. Pool	Lample
5	Sedan	G10	Dodge	2013	1C3CDZAG3DN664	C.D.F.	Property
6	Sedan	G112905	Chevy	2013	2G1WD5E36D12482	Reeves Ctr.	Loner
7	Sedan	G112906	Chevy	2013	2G1WD5E33D12486	Mail	Allen
8	Sedan	G10	Dodge	2012	1C3CDZAG9DN512	300 Ind	W. Patton
9	S.U.V. 4X4	G62	Ford	2015	1FM5K8B89FGC286	300 Ind	W. Patton
10	Cargo Van	DC	Ford	1995	1FBJS31H3SHA932	Mtr. Pool	Lample
11	Sedan	G11	Chevy	2014	2G1WD5E35E11721	C.D.F.	Warden
12	Van 8 Pass	G42	Chevy	2014	1GNSGBF43E11919	Mtr. Pool	Loaner
13	Sedan	G10	Hyundai	2015	KMHEC4A42F1389	Mtr. Pool	Loaner
14	Sedan	G10	Hyundai	2015	KMHEC4A45F1389	Transport	Transport
15	Pick Up	G43	Chevy	2013	1GC0CVCG3DF2005	Mtr. Pool	Loaner
16	Van 15 Pass.	G43	Chevy	2010	1GA2GZDGXA1166	Squad	Battle
17	S.U.V. 4X4	G62	Ford	2013	1FMJU1G58DEF416	K-9	Austin
18	Wrecker	DC	Ford	2002	1FDAF57F22EB802	Mtr. Pool	Lample
19	Secured Van	G43	Ford	2010	1FTNE1EW0ADB03	M.H.U.	M.H.U.
20	Sedan	G10	Hyundai	2015	KMHEC4A44F1330	Mtr. Pool	Loaner
21	Secured Van	G43	Ford	2013	1FTNE1EW9DDA75	M.H.U.	M.H.U.
22	Van 15 Pass.	G43	Chevy	2013	1GAZG1FA3D11632	Mtr. Pool	Loaner
23	Pick Up	G63	Ford	2015	1FTBF2B65GEA673	Mtr. Pool	Lample
24	Van 7 Pass	G62	Chevy	2009	1GNFH15469116079	Mtr. Pool	Loaner
25	Van 15 Pass.	G43	Chevy	2009	1GAHG39K3911604	Squad	Battle
26	Van 15 Pass.	G43	Chevy	2013	1GAZG1FA0D11662	Mtr. Pool	Loaner
27	Secured Van	G43	Chevy	2014	1GCWGF3E11830	CCB	CCB
28	Secured Van	G43	Chevy	2014	1GCWGF4E11825	CCB	CCB
29	Secured Van	G43	Ford	2014	1FTNE1EW4EDA67	Mtr. Pool	Lample
30	Secured Van	G43	Chevy	2012	1GCZGUCA2C11786	Transport	Transport
31	Secured Van	G43	Ford	2014	1FTSS3EL5EDA678	Transport	Transport
32	Van 15 Pass.	G43	Chevy	2008	1GAHG39K2812162	Mtr. Pool	Loaner
34	S.U.V. K-9	G62	Ford	2013	1FMJU1G5XDEF416	K-9	Day
35	Cargo van	G41	Dodge	2013	2C4JRGAG4DR7258	C.D.F.	Property
37	S.U.V. 4X4	G62-	Ford	2010	1FM5E7DE7AUA67	M.H.U.	M.H.U.
38	Secured Van	G43	Ford	2013	1FTSS3EL0DDA814	M.H.U.	M.H.U.
40	Sedan secured	G62	Ford	2016	1FM5K8AR4GGA20	Transport	Transport
41	SUV 4X4	G62	Ford	2015	1FM5K8B80FGC286	Mtr. Pool	Loaner
42	Sedan secured	G62	Ford	2015	1FM5K8AR1FGC298	M.H.U.	M.H.U.
43	S.U.V. K-9	G62	Ford	2016	1FMJU1GT7FEF455	K-9	OPEN
45	S.U.V. 4X4	G62	Ford	2014	1FMJU1G52EEF527	Squad	Battle
46	Pick Up 4x4	G63	Ford	2012	1FT7W2B69CEC268	Landscape	Taylor
47	Box truck	DC	Intl.	2016	1HTMMMMM3GH14	Mtr. Pool	Lample
A	Sedan	BJ8986	Chevy	2010	1G1ZD5E72AF1706	IA	W. Patten
C	Pick Up	BJ0565	Chevy	2009	3GCEC13C99G2475	IA	Dupar

5. With regard to the use of communication devices:

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

DOC uses the Fixed Cost Management System (FCMS) provided by the Office of the Chief Technology Officer (OCTO) to perform inventory control and track individuals or units assigned phones and mobile communication devices. DOC periodically audits to ensure that use of these devices is monitored and usage complies with policy and regulations.

DOC has implemented and uses an IT asset management system to control inventory via asset tagging and bar code scanning of all DOC computer equipment which includes laptops and tablet computers.

- b. How does your agency limit the costs associated with its mobile devices?**

DOC only assigns mobile devices to users who are required to be available on a 24/7 basis to respond to agency matters. We generally purchase new mobile devices that are free or \$0.99 with OCTO's new service plan for basic or Smartphone service. Both service plans use a shared pool of minutes for all devices; this contributes and results in great cost savings.

- c. For FY15 and FY16, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?**

According to the information available in OCTO's Fixed Cost Management System (FCMS), the total cost for mobile communication and devices in FY 2015 was \$77,478.96 while for FY 2016 projected costs are \$52,991.09

- 6. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY15 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.**

Please see Attachment 6 for DOC response.

Attachment 6

FY 2015 BUDGET VERSUS ACTUAL SPENDING BY PROGRAM AND FUND

DEPARTMENT OF CORRECTIONS
PUBLIC SAFETY AND JUSTICE AGENCY

PROGRAM TITLE	LOCAL			FEDERAL PAYMENTS			FEDERAL GRANTS			SPECIAL PURPOSE REVENUE			INTRA-DISTRICT FUNDS			GROSS FUNDS		
	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance	FY 2015 Budget	FY 2015 Actuals	FY 2015 Balance
100F - Agency Financial Operations	964,317.47	955,371.30	8,946.17	-	-	-	-	-	-	-	-	-	-	-	-	964,317.47	955,371.30	8,946.17
1100 - Agency Management	18,792,434.63	17,155,672.00	1,636,762.63	-	-	-	-	-	-	48,935.66	11,064.34	37,871.32	92,128.50	47,338.50	44,790.00	18,933,498.79	17,214,074.84	1,719,423.95
2500 - Inmate Services	45,071,000.63	44,765,725.40	305,275.23	-	-	-	-	-	-	1,231,328.59	935,901.97	295,426.62	274,533.50	69,750.08	79,207.92	46,576,862.72	45,771,377.45	805,485.27
3600 - Inmate Custody	53,242,320.73	54,322,150.94	(1,079,830.21)	-	-	-	348,989.16	347,783.94	1,205.22	17,128,420.69	17,415,303.27	(286,882.58)	260,000.00	136,406.11	23,593.89	70,979,730.58	72,221,644.26	(1,241,913.68)
4800 - Institutional Support Services	-	6,752.83	(6,752.83)	-	-	-	-	-	-	-	-	-	-	-	-	-	6,752.83	(6,752.83)
4900 - Community Affairs	426,026.23	331,848.21	94,178.02	-	-	-	-	-	-	-	-	-	-	-	-	426,026.23	331,848.21	94,178.02
TOTAL	118,496,099.69	117,537,520.68	958,579.01	-	-	-	348,989.16	347,783.94	1,205.22	18,408,684.94	18,362,269.58	46,415.36	626,662.00	253,494.69	147,591.81	137,880,435.79	136,501,068.89	1,379,366.90

FY 2015 Balance	FY 2015 GROSS VARIANCE EXPLANATIONS:
8,946	Salary lapse
1,719,424	Underspending in IT, Facility Services, and salary lapse
805,485	Underspending in Inmate Personal Services for food, toiletries; Inmate Adjustment/Development for professional services, software, and furniture; Inmate Health Services for pharmaceutical equipment
(1,241,914)	Overspending in PS overtime
(6,753)	Expenditures is miscoded
94,178	Underspending in office supplies, travel, and salary lapse
1,379,367	

FY 2016 BUDGET VERSUS ACTUAL SPENDING BY PROGRAM AND FUND

DEPARTMENT OF CORRECTIONS
PUBLIC SAFETY AND JUSTICE AGENCY

PROGRAM TITLE	LOCAL			FEDERAL PAYMENTS			FEDERAL GRANTS			SPECIAL PURPOSE REVENUE			INTRA-DISTRICT FUNDS			GROSS FUNDS		
	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance	FY 2016 Budget	FY 2016 Actuals	FY 2016 Balance
100F - Agency Financial Operations	1,060,480.91	319,180.30	741,300.61	-	-	-	-	-	-	-	-	-	-	-	-	1,060,480.91	319,180.30	741,300.61
1100 - Agency Management	19,830,489.62	4,309,611.62	15,520,878.00	-	-	-	-	-	-	-	-	-	28,000.00	-	28,000.00	19,858,489.62	4,309,611.62	15,548,878.00
2500 - Inmate Services	41,645,607.66	9,137,440.90	32,508,166.76	-	-	-	-	-	-	4,289,049.00	678,329.51	3,610,719.49	126,971.33	12,167.46	114,803.87	46,061,627.99	9,827,937.87	36,233,690.12
3600 - Inmate Custody	59,207,578.30	19,120,802.01	40,086,776.29	-	-	-	-	-	-	24,268,273.59	3,076,573.71	21,191,699.88	73,028.67	19,941.73	53,086.94	83,548,880.56	22,217,317.45	61,331,563.11
4900 - Community Affairs	431,367.66	99,101.50	332,266.16	-	-	-	-	-	-	-	-	-	-	-	-	431,367.66	99,101.50	332,266.16
TOTAL	122,175,524.15	32,986,136.33	89,189,387.82	-	-	-	-	-	-	28,557,322.59	3,754,903.22	24,802,419.37	228,000.00	32,109.19	195,890.81	150,960,846.74	36,773,148.74	114,187,698.00

FY 2016 Balance	FY 2015 GROSS VARIANCE EXPLANATIONS:
741,301	Additional funds will be utilized for PS and NPS
15,548,878	Additional funds will be utilized for PS and NPS
36,233,690	Additional funds will be utilized for PS and NPS
61,331,563	Additional funds will be utilized for PS and NPS
332,266	Additional funds will be utilized for PS and NPS
114,187,698	

7. For FY15 and FY16, to date, please list all intra-District transfers to or from the agency.

Please see Attachment 7 for DOC response.

Attachment 7

FY 2015 Intra-District Summary - Transfers Funds as Buyer

AGENCY: Department of Corrections (FLO):

DATE	AMOUNT	SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED
8-Jul-15	12,000.00	Department of Human Resources	Executive level learning and development opportunities for senior employees
1-Oct-14	2,673,476.00	Department of Health	Centralized purchasing of pharmaceuticals for inmates.
1-Oct-14	25,000.00	OCFO Shared Services Center	Financial services for the PSJ Cluster agencies
1-Oct-14	30,693.00	Metropolitan Police Department	Firearms qualification training
1-Oct-14	126,489.62	Office of Contracts and Procurement	(4) Procurement staff transfer
1-Oct-14	1,700.00	Office of the Chief Financial Officer	Armored Car Services
1-Oct-14	4,068.00	Office of the State Superintendent of Education	Provide funds for supplies and services for inmate GED testing.
TOTAL	\$ 2,873,426.62		

FY 2015 Intra-District Summary - Receives Funds as Seller

AGENCY: Department of Corrections (FLO):

DATE	AMOUNT	BUYING AGENCY	PROJECT CODE	DESCRIPTION OF SERVICES PROVIDED
1-Oct-14	3,258.00	Department of Transportation	SNOW15/14	Inmate work squads to assist with snow removal and ice control on a periodic basis.
1-Oct-14	157,801.00	Department of General Services	INMWSQ/15	Inmate work squads for building clean-ups and moving projects.
1-Oct-14	5,227.00	Justice Grants Administration	RST12F/15	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.
1-Oct-14	15,021.74	Justice Grants Administration	RSAT3F/15	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.
1-Oct-14	31,448.10	Justice Grants Administration	RSAT4F/15	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.
1-Oct-14	18,062.26	Justice Grants Administration	RSAT5F/15	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.
1-Oct-14	44,080.00	Justice Grants Administration	PREA1C/15	Support contractual services that will implement the requirements for full compliance of regulations and national standards for the Prison Rape Elimination Act (PREA) program.
1-Oct-14	225,575.00	Homeland Security and Emergency Services Administration	FL4UA4/14	Administer the Correctional Emergency Preparedness and Response Administration - DC 5% project
TOTAL \$ 500,473.10				

FY 2016 Intra-District Summary - Transfers Funds as Buyer

AGENCY: Department of Corrections (FLO):

DATE	AMOUNT	SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED
1-Oct-15	25,000.00	Mayor's Office on Lesbian, Gay, Bisexual, Transgender and Questioning Affairs	Learning and development services specific to the needs of DOC
1-Oct-15	25,000.00	OCFO Shared Services Center	Financial services for the PSJ Cluster agencies
1-Oct-15	84,897.01	Office of Unified Communications	City wide radio system and interoperability between DC agencies
1-Oct-15	35,000.00	Metropolitan Police Department	Firearms qualification training
1-Oct-15	1,700.00	Office of the Chief Financial Officer	Armored Car Services
1-Oct-15	25,000.00	Office of the Attorney General	Transportation, deposition, and fees by experts to meet program goals and objectives
TOTAL	\$ 196,597.01		

FY 2016 Intra-District Summary - Receives Funds as Seller

AGENCY: Department of Corrections (FLO):

DATE	AMOUNT	BUYING AGENCY	PROJECT CODE	DESCRIPTION OF SERVICES PROVIDED
1-Oct-15	126,971.33	Department of General Services	INMWSQ/16	Inmate work squads for building clean-ups and moving projects.
1-Oct-15	35,412.00	Justice Grants Administration	RSAT5F/16	Sub-grant contractual services to provide residential substance abuse treatment participants with empowerment sessions
1-Oct-15	36,867.00	Justice Grants Administration	RSAT3F/16	Sub-grant contractual services to provide residential substance abuse treatment participants with empowerment sessions
TOTAL \$ 199,250.33				

- 8. For FY15 and FY16, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the 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.**

Please see Attachment 8 for DOC response.

Attachment 8

FY2015 DEPARTMENT OF CORRECTIONS (FLO) SPECIAL PUPOSE REVENUE FUND

		Description of Fund	Program Description: How it is Used	Source of Funding: Who Pays?	FY 2015 Revenue at September 30, 2015	FY 2015 Expenditures at September 30, 2015
DEPARTMENT OF CORRECTIONS (FLO)						
Revenue Fund Code	Revenue Source Name					
0600	Corrections Trustee Remibursement	Non-lapsing fund that recieves reimbursements from the Bureau of Prison for inmates housed at the D.C. Jail.	This is a non-lapsing fund that reimburses the Department of Corrections (DOC) for the costs it incurs to house, care for, and transport inmates at the D.C. Jail who are the responsibility of the U.S. Bureau of Prisons.	Federal Government; U.S. Bureau of Prisons.	16,901,814.81	17,479,170.34
FUND 0600 - EXPLANATION OF EXPENDITURES						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0011	Regular Pay - Continuting Full Time	1,074,356	Salaries for personnel.			
0012	Regular Pay - Other	-				
0013	Additional Gross Pay	91,624	Sunday Pay, Shift Differential Pay, Terminal Leave Pay, Holiday Pay			
0014	Fringe Benefit - Curr Personnel	312,508	Payroll taxes, healthcare cost, etc.			
0015	Overtime Pay	127,941	Overtime cost for personnel.			
0020	Office Supplies	7,367	PREA and RSAT supplies			
0040	Other Services and Charges	52,266	PREA media campaign and RSAT professional services			
0041	Contractual Services	15,663,467	Housing cost for CTF inmates.			
	TOTAL	\$ 17,329,529				
0601	Concession Income	Non-lapsing, revolving fund that is used by inmates to purchase items for sale at the commissary.	This is a non-lapsing, revolving fund that is used to purchase items for sale at the commissary at the D.C. Jail. The Department of Corrections allows inmates to order items from the commissary on a weekly basis. Inmates purchase these items using money they have earned through work programs, obtained as gifts, or drawn from their accounts.	Inmates that purchase goods and the Fund may receive funds from appropriations, fees, gifts, donations, grants, and investments.	821,814.65	821,814.65
FUND						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0020	Supplies and Materials	821,815	Cost for goods that are purchased annually for inmate use and consumption.			
	TOTAL	\$ 821,815				

FY2015 DEPARTMENT OF CORRECTIONS (FLO) SPECIAL PUPOSE REVENUE FUND

		Description of Fund	Program Description: How it is Used	Source of Funding: Who Pays?	FY 2015 Revenue at September 30, 2015	FY 2015 Expenditures at September 30, 2015
0602	Inmate Welfare Account	Non-lapsing fund to provide goods and services that benefit inmates based on priorities set by a five-member Inmate Welfare Fund Committee comprised of Department of Corrections (DOC) officials.	This 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, based on priorities set by a five-member Inmate Welfare Fund Committee comprised of Department of Corrections (DOC) officials.	9% on the commission of sales each month.	85,027.50	61,284.40
FUND						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0020	Supplies and Materials	35,478	Cost of office , educational, recreational and inmate clothing supplies and materials.			
0040	Other Services and Charges	16,999				
0070	Equipment	8,807	Cost for furniture, equipment and machinery and IT software.			
TOTAL		\$ 61,284				
0605	Federal Reimbursements for Juveniles	Non-lapsing fund that receives reimbursements from the Bureau of Prison for juvenile inmates housed at the D.C. Jail.	This is a non-lapsing fund that reimburses the Department of Corrections (DOC) for the costs it incurs to house, feed, and provide medical care to juveniles who are in the custody of the U.S. Bureau of Prisons. DOC houses BOP juvenile inmates at the D.C. jail's juvenile unit when sufficient space is available.	Federal Government; U.S. Bureau of Prisons.	225,860.00	0.00
FUND						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
TOTAL		\$ -				
Total: DEPARTMENT OF CORRECTIONS (FLO)					\$ 18,034,516.96	\$ 18,362,269.39

FY2016 DEPARTMENT OF CORRECTIONS (FLO) SPECIAL PUPOSE REVENUE FUND

		Description of Fund	Program Description: How it is Used	Source of Funding: Who Pays?	FY 2016 Revenue at January 31, 2016	FY 2016 Expenditures at January 31, 2016
DEPARTMENT OF CORRECTIONS (FLO)						
Revenue Fund Code	Revenue Source Name					
0600	Corrections Trustee Remibursement	Non-lapsing fund that recieves reimbursements from the Bureau of Prison for inmates housed at the D.C. Jail.	This is a non-lapsing fund that reimburses the Department of Corrections (DOC) for the costs it incurs to house, care for, and transport inmates at the D.C. Jail who are the responsibility of the U.S. Bureau of Prisons.	Federal Government; U.S. Bureau of Prisons.	2,474,468.15	3,535,890.72
FUND 0600 - EXPLANATION OF EXPENDITURES						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0011	Regular Pay - Continuting Full Time	502,496	Salaries for personnel.			
0012	Regular Pay - Other	-				
0013	Additional Gross Pay	29,444	Sunday Pay, Shift Differential Py, etc.			
0014	Fringe Benefit - Curr Personnel	130,032	Payroll taxes, healthcare cost, etc.			
0015	Overtime Pay	74,067	Overtime cost for personnel.			
0041	Contractual Services	2,799,852.13	Housing and food services cost for inmates.			
TOTAL		\$ 3,535,891				
FUND 0601 - EXPLANATION OF EXPENDITURES						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0601	Concession Income		This is a non-lapsing, revolving fund that is used to purchase items for sale at the commissary at the D.C. Jail. The Department of Corrections allows inmates to order items from the commissary on a weekly basis. Inmates purchase these items using money they have earned through work programs, obtained as gifts, or drawn from their accounts.	Inmates that purchase goods and the Fund may receive funds from appropriations, fees, gifts, donations, grants, and investments.	255,107.03	119,301.62
FUND 0601 - EXPLANATION OF EXPENDITURES						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0020	Supplies and Materials	119,302	Cost for goods that are purchased annually for inmate use and consumption.			
TOTAL		\$ 119,302				

FY2016 DEPARTMENT OF CORRECTIONS (FLO) SPECIAL PUPOSE REVENUE FUND

	Description of Fund	Program Description: How it is Used	Source of Funding: Who Pays?	FY 2016 Revenue at January 31, 2016	FY 2016 Expenditures at January 31, 2016	
0602	Inmate Welfare Account	Non-lapsing fund to provide goods and services that benefit inmates based on priorities set by a five-member Inmate Welfare Fund Committee comprised of Department of Corrections (DOC) officials.	This 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, based on priorities set by a five-member Inmate Welfare Fund Committee comprised of Department of Corrections (DOC) officials.	9% on the commission of sales each month.	0.00	43,200.00
FUND 0602 - EXPLANATION OF EXPENDITURES						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0040	Other Services and Charges	20,000	Office supplies			
0070	Equipment	23,200	Tables and small furniture for inmates to utilize			
TOTAL		\$ 43,200				
0605	Federal Reimbursements for Juveniles	Non-lapsing fund that receives reimbursements from the Bureau of Prison for juvenile inmates housed at the D.C. Jail.	This is a non-lapsing fund that reimburses the Department of Corrections (DOC) for the costs it incurs to house, feed, and provide medical care to juveniles who are in the custody of the U.S. Bureau of Prisons. DOC houses BOP juvenile inmates at the D.C. jail's juvenile unit when sufficient space is available.	Federal Government; U.S. Bureau of Prisons.	110,046.35	102,586.97
FUND 0605 - EXPLANATION OF EXPENDITURES						
Comp Source Group	Comp Source Group Title	Expense	Purpose of Expenditure			
0020	Office Supplies	16,899.00	Juvenile clothing			
0040	Other Services and Charges	34,208.00	Juvenile mentoring, substance abuse programs			
0041	Contractual Services	51,480.00	Juvenile incentive programs and insurance			
TOTAL		\$ 102,587				
Total: DEPARTMENT OF CORRECTIONS (FLO)				\$ 2,839,621.53	\$ 3,800,979.31	

- 9. Please list each contract, procurement, lease, and grant awarded, entered into, extended, and option years exercised, by your agency during FY15 and FY16, 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 see Attachment 9 for DOC response.

Attachment 9

FY15 Contracts, Procurements, Leases, and Grants Awarded

Contractor	Caption/Description	Contract Amount	FY 2015 Budget Amount	FY 2015 Actually Spent	Period of Perf. - Start	Period of Perf. - End	Option Year	Competitive Bid?	Supervisory Contract Administrator/ Contract Administrator	FY 2015 Funding Source
Corrections Corporation of America (CCA)	CTF Inmate Housing Lease and Beds	\$25,999,000	\$24,912,664	\$15,663,427	1/30/1997	1/29/2017	No	No	Ms. Trina Byrd M. Riddick	O-Type
Reynolds and Associates	Halfway House	\$990,000	\$ 253,735	\$240,387.00	8/14/2015	8/13/2016	1	Yes	Ms. Trina Byrd Mr. James Murphy	Local
Extended House	Extended House	\$985,515.00	\$ 676,511	\$669,900.00	8/14/2015	8/13/2016	1	Yes	Ms. Trina Byrd Mr. James Murphy	Local
Hope Village	Halfway House	\$981,302.50	\$ 927,483	\$841,989.00	8/14/2015	8/13/2016	1	Yes	Ms. Trina Byrd Mr. James Murphy	Local
National Correctional & Rehab Corp	Ankle Bracelets	\$711,750	\$ 74,600	\$34,131.00	8/14/2015	8/13/2016	1	Yes	Ms. Trina Byrd	Local
Paige Ireland	Professional Services	\$133,099	\$ 200,000	\$193,947.00	3/19/2015	3/18/2016	3	Yes	Ms. Trina Byrd DD Perry	Local
Aramark Correctional Services	DOC Food Services	\$4,663,681.43	\$ 3,438,793	\$3,403,751	3/1/2015	2/28/2016	1	Yes	Ms. Trina Byrd Mr. Donald Hilliard	Local

Contractor	Caption/Description	Contract Amount	FY 2015 Budget Amount	FY 2015 Actually Spent	Period of Perf. - Start	Period of Perf. - End	Option Year	Competitive Bid?	Supervisory Contract Administrator/ Contract Administrator	FY 2015 Funding Source
KDH Defense Systems	Protective Armour Vests	\$187,788.00	\$ 301,000	\$294,413.00	4/1/2015	3/31/2016	2	Yes	Ms. Trina Byrd Mr. Richardo	Local
The Moss Group	Consulting Services	\$593,382	\$ 593,382	\$520,074.00	10/1/2015	9/30/2016	2	Yes	Ms. Trina Byrd Ms. Prechelle Shannon	Local
Holder Enterprises	Food Services (CCB)	\$129,794	\$ 107,517	\$74,393.00	10/1/2015	9/30/2016	No	Yes	Ms. Trina Byrd Mrs. KaShonda Dunklin-Johnson	Local
Unity	Inmate Health Services	\$21,841,500	\$23,801,573	\$23,801,573	10/1/2015	9/30/2016	No	Yes	Ms. Trina Byrd Dr. Beth Mynett	Local
URS Federal Technical Services	Warehouse Management	\$694,477	\$ 694,477	\$688,123.00	1/1/2016	3/31/2015	Extension	Yes	Ms. Trina Byrd Mr. Tex Suthar	Local
Ronald Stewart (BPA)	Barbering Services	\$100,000	\$ 100,000	\$99,990.00	10/1/2015	9/30/2016		No	Ms. Trina Byrd Mr. Fred Rogers	Local

Contractor	Caption/Description	Contract Amount	FY 2015 Budget Amount	FY 2015 Actually Spent	Period of Perf. - Start	Period of Perf. - End	Option Year	Competitive Bid?	Supervisory Contract Administrator/ Contract Administrator	FY 2015 Funding Source
Keefe Commissary Network	Canteen	\$732,150	\$ 1,500,000	\$821,815.00	1/16/2015	9/30/2016	No	No Cooperative through NASPO	Ms. Trina Byrd Mrs. KaShonda Dunklin-Johnson	O-Type
Va. Correctional Enterprises	Off-Site Laundry Services	\$160,000	\$ 308,458	\$266,729.00	1/15/2016	6/30/2016	Extension	Yes	Ms. Trina Byrd Mrs. KaShonda Dunklin-Johnson	Local
Juvenile Social Worker	Professional Services	\$79,550	\$ 80,000	\$0.00	10/1/2015	9/30/2016	2	Yes	Ms. Trina Byrd Mr. Fred Rogers	Local
MEDAT	Employee Drug Testing	\$56,887	\$ 53,000	\$44,241.00	10/1/2015	9/30/2016	2	Yes	Ms. Trina Byrd Ms. Linda Redd	Local

FY 2016 Contracts, Procurements, Leases, and Grants Awarded

Contractor	Caption/Description	Contract Amount	FY 2016 Budget Amount	FY 2016 Actually Spent as of 02/1/2016	Period of Perf. - Start	Period of Perf. - End	Option Year	Competitive Bid?	Supervisory Contract Administrator/ Contract Administrator	FY 2016 Funding Source
Corrections Corporation of America (CCA)	CTF Inmate Housing Lease and Beds	\$25,999,000	\$ 22,300,000	\$ 2,386,611	1/30/1997	1/29/2017	No	No	Ms. Trina Byrd M. Riddick	O-Type
Reynolds and Associates	Halfway House	\$990,000	\$ 958,125	\$ 43,772	8/14/2015	8/13/2016	1	Yes	Ms. Trina Byrd Mr. James Murphy	Local
Hope Village	Halfway House	\$981,302.50	\$ 533,292	\$ 254,076	8/14/2015	8/13/2016	1	Yes	Ms. Trina Byrd Mr. James Murphy	Local
National Correctional & Rehab Corp	Ankle Bracelets	\$711,750	\$ 88,000	\$ 9,394	8/14/2015	8/13/2016	1	Yes	Ms. Trina Byrd	Local
Paige Ireland	Professional Services	\$133,099	\$ 135,000	\$ 43,935	3/19/2015	3/18/2016	3	Yes	Ms. Trina Byrd DD Perry	Local
Aramark Correctional Services	DOC Food Services	\$4,663,681.43	\$ 3,700,000	\$ 456,562	3/1/2015	2/28/2016	1	Yes	Ms. Trina Byrd Mr. Donald Hilliard	Local
Aramark Correctional Services	DOC Food Services		\$ 711,151	\$ 413,241	3/1/2015	2/28/2016	1	Yes	Ms. Trina Byrd Mr. Donald Hilliard	O-Type

Contractor	Caption/Description	Contract Amount	FY 2016 Budget Amount	FY 2016 Actually Spent as of 02/1/2016	Period of Perf. - Start	Period of Perf. - End	Option Year	Competitive Bid?	Supervisory Contract Administrator/ Contract Administrator	FY 2016 Funding Source
KDH Defense Systems	Protective Armour Vests	\$187,788.00	\$ 90,000	\$ -	4/1/2015	3/31/2016	2	Yes	Ms. Trina Byrd Mr. Richardo	Local
The Moss Group	Consulting Services	\$435,618	\$ 435,618	\$ 57,289	10/1/2015	9/30/2016	2	Yes	Ms. Trina Byrd Ms. Prechelle Shannon	Local
Holder Enterprises	Food Services (CCB)	\$129,794	\$ 121,107	\$ 30,501	10/1/2015	9/30/2016	No	Yes	Ms. Trina Byrd Mrs. KaShonda Dunklin-Johnson	Local
Unity	Inmate Health Services	\$21,841,500	\$ 22,276,564	\$ 4,845,000	10/1/2015	9/30/2016	No	Yes	Ms. Trina Byrd Dr. Beth Mynett	Local
Unity	Inmate Health Services	\$0	\$ 1,850,000	\$ -	10/1/2015	9/30/2016	No	Yes	Ms. Trina Byrd Dr. Beth Mynett	O-Type
URS Federal Technical Services	Warehouse Management	\$180,000	\$ 700,000	\$ 172,031	1/1/2016	3/31/2015	Extension	Yes	Ms. Trina Byrd Mr. Tex Suthar	Local
Ronald Stewart (BPA)	Barbering Services	\$100,000	\$ 80,000	\$ 24,780	10/1/2015	9/30/2016		No	Ms. Trina Byrd Mr. Fred Rogers	O-Type

Contractor	Caption/Description	Contract Amount	FY 2016 Budget Amount	FY 2016 Actually Spent as of 02/1/2016	Period of Perf. - Start	Period of Perf. - End	Option Year	Competitive Bid?	Supervisory Contract Administrator/ Contract Administrator	FY 2016 Funding Source
Keefe Commissary Network	Canteen	\$732,150	\$ 1,200,000	\$ 119,302	1/16/2015	9/30/2016	No	No Cooperative through NASPO	Ms. Trina Byrd Mrs. KaShonda Dunklin-Johnson	O-Type
Va. Correctional Enterprises	Off-Site Laundry Services	\$160,000	\$ 300,000	\$ 36,070	1/15/2016	6/30/2016	Extension	Yes	Ms. Trina Byrd Mrs. KaShonda Dunklin-Johnson	Local
Juvenile Social Worker	Professional Services	\$79,550	\$ 90,000	\$ -	10/1/2015	9/30/2016	2	Yes	Ms. Trina Byrd Mr. Fred Rogers	O-Type
MEDAT	Employee Drug Testing	\$56,887	\$ 54,590	\$ -	10/1/2015	9/30/2016	2	Yes	Ms. Trina Byrd Ms. Linda Redd	Local
MEDAT	Employee Drug Testing	\$56,887			10/1/2015	9/30/2016	2	Yes	Ms. Trina Byrd	

10. For FY15 and FY16, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Fiscal Year	Account Holder	Monthly Limit	Daily Limit	Total Spent
2015	Braxton, Loretta	\$20,000.00	\$5,000.00	\$ 13,882.13
	Cross, Carolyn	\$20,000.00	\$5,000.00	\$ 24,758.28
	Davenport, Michelle	\$20,000.00	\$5,000.00	\$ 48,860.91
	Dockery, Terry	\$20,000.00	\$5,000.00	\$ 91,046.74
	Powell, Genester	\$20,000.00	\$5,000.00	\$ 13,109.14
	Smith, William	\$20,000.00	\$5,000.00	\$ 9,026.34
	Thomas, Sallie	\$20,000.00	\$5,000.00	\$ 44,081.09
	TOTAL			244,764.63
2016	Berres, Matt	\$20,000.00	\$5,000.00	\$ 32,666.38
	Davenport, Michelle	\$20,000.00	\$5,000.00	\$ 11,874.74
	Powell, Genester *	\$20,000.00	\$5,000.00	\$ 11,809.26
	Powell, Genester	\$20,000.00	\$5,000.00	\$ 17,149.01
	Thomas, Sallie	\$20,000.00	\$5,000.00	\$ 18,618.08
	TOTAL			\$ 92,117.47

- ❖ Due to staff shortage, Ms. Genester Powell was approved to have two Purchase cards, one designated for the Inmate Welfare Fund (that can only be used for the inmates) and the other one for the operations of the jail.
- ❖ All expenditures were incurred to achieve the mission of the Central Detention Facility (D.C. Jail).

11. Please list all memoranda of understanding (MOU) entered into by your agency during FY15 and FY16, to date, as well as any memoranda of understanding currently in force. For each, indicate the date entered and the termination date.

MOU FY 16	Start Date	End
OCFO Armored Car Transport	10/1/2015	9/30/2016
DCPL Library Video Visitation	10/1/2015	9/30/2016
OSSE GED Exams	10/1/2015	9/30/2016
DPW Snow Removal	10/1/2015	9/30/2016
National Guard Fire and Emergency Medical Services	10/1/2015	9/30/2016
MPD Firearms Training	10/1/2015	9/30/2016
Pre-Trial Halfway House Beds	10/1/2015	9/30/2016
DGS Work Squad	10/1/2015	9/30/2016
OAG Black Creek	10/1/2015	9/30/2016
MOLBGTQA	10/1/2015	9/30/2016

MOU FY 15	Start Date	End
DCPL Video Visitation	10/1/2014	9/30/2015
DCPL Mobile Library	10/1/2014	9/30/2015
DCPS Special Education Services	10/1/2014	9/30/2015
DGS Inmate Work Squad	10/1/2014	9/30/2015
DOH Pharmaceuticals Services	10/1/2014	9/30/2015
DPW Snow Removal	10/1/2014	9/30/2015
HSEMA Homeland Security	10/1/2014	9/30/2015
JGS PREA Reallocation	10/1/2014	9/30/2015
MPD Firearms Training	10/1/2014	9/30/2015
OCFO Armored Car Transport	10/1/2014	9/30/2015
OCTO In Time	10/1/2014	9/30/2015
OCTO PC Replacement	10/1/2014	9/30/2015
OFT Armored Car Transport	10/1/2014	9/30/2015
OSSE GED Exams	10/1/2014	9/30/2015
OUC Radio Systems	10/1/2014	9/30/2015
Pre-Trial Halfway House Beds	10/1/2014	9/30/2015

MOA FY '15	Start Date	End
Rape Crisis Center MOA	10/1/2014	9/30/2015

12. Please list the ways, other than memoranda of understanding, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY15 and FY16, to date.

DCDOC works in partnership with a number of public and private sector entities in carrying out its mission. This includes:

- ✓ Collaboration with surrounding jurisdictions within the metropolitan area to arrange pick-up dates/times for turnover of fugitives from justice.
- ✓ Interfacing with FBOP in reference to custody level of designated felons, effective release and projected release dates.
- ✓ Collaboration with the USMS in the State of Maryland (Greenbelt) in reference to assigning the appropriate custody levels for inmates housed in DCDOC.
- ✓ Collaboration with the USAO on writs, investigations and criminal filings
- ✓ Serving as member of Council of Governments Corrections Chiefs Committee—interjurisdictional information sharing
- ✓ Working with American Correctional Association (ACA) on facility audits/accreditation
- ✓ Working with the National Commission on Correctional Healthcare on accreditation of inmate medical services
- ✓ Working with the Social Security Administration to provide information on the status of inmates that may be committing fraud by receiving annuities during incarceration.
- ✓ Collaborating with various federal, public and private organizations in the supervision and overall management of the resident population housed in the community corrections centers---encompasses, law enforcement, the Courts, probation and parole in Maryland and Virginia, and community based service and health care providers.
- ✓ DOC program staff work in partnership with other District government agencies and community based service providers in meeting the pre and post release employment, life skills, housing, medical/mental health, and supportive services needs of the population--involves working relationships and resource sharing with the Departments of Employment Services, General Services, Public Works, Housing and Community Development, Behavioral Health. Human Services, and Motor Vehicles as well as ORCA, OSSE, the Veterans Administration, and a host of community and faith based organizations.
- ✓ Operational staff working collaboratively on emergency management planning with agencies including COG, CJCC, HSEMA and the National Capital Region Urban Area Security Initiative.

- 13. Please describe any anticipated spending pressures for FY16. Include a description of the pressure, the estimated amount, and any proposed solutions.**

DOC anticipates no spending pressures at this time.

14. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY15 and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide: An update on all capital projects begun, in progress, or concluded in FY14, FY15, and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances.

Project No	Project Name	Project Status	Amount Budgeted	Actual Dollars Spent	Remaining Balance
CGN01C	General Renovations At DOC Facilities	Culinary waste pipe project completed. Other projects to continue in 2016. Within budget	\$ 4,434,762	\$ 618,942	\$ 2,565,820
CRF01C	Roof Refurbishment	Phase-I completed. Remaining work to be done in 2016. Funds to be re-programmed	\$ 2,391,770	\$ 316,799	\$ 2,074,971
MA220C	Emergency Power System Upgrades	Substantial design work completed. Funds to be re-programmed	\$ 783,254	\$ 783,254	\$ -
CEV01C	Elevator Refurbishment	Funds to be re-programmed to other priority projects.	\$ 766,292	\$ -	\$ 766,292
FL4FLC	Suicide Risk Mitigation	Project completed.	\$ 600,000	\$ 214,412	\$ 385,588
CR004C	Upgrade Central Command Center	Design review in-progress. Within budget	\$ 5,901,330	\$ 3,948,331	\$ 1,952,999
N7001C	Infrastructure System Upgrade (Radio system)	Project completed.	\$ 6,292,262	\$ 4,041,255	\$ 2,251,006
	Infrastructure System Upgrade (Telephone System)	Project completed.			
	Infrastructure System Upgrade (Radio Frequency Identification System)	Contract expired.			
	Infrastructure System Upgrade (Offender Management System)	Contract expired.			
Project No	Project Name	Project Status	Amount Budgeted	Actual Dollars Spent	Remaining Balance
CR007C	Inmate Reception Center (IRC)	IRC operationalized in 7/2015 Basement work in-progress	\$ 22,317,843	\$ 21,484,071	\$ 833,772
CR104C	HVAC Replacement	60% design completed. Additional funding needed.	\$ 16,945,933	\$ 13,751,061	\$ 3,194,872

- a. An update on all capital projects planned for FY16, FY17, FY18, FY19, FY20, and FY21.**

Project	Update
HVAC	60% design completed
Kitchen Renovations	Subject to funding
Cast Iron Waste Lines	Subject to funding
General Renovations	Culinary waste pipe project completed. Other projects to continue in 2016
Window Replacement (Housing Unit)	Subject to funding
Window Replacement (Administration)	Subject to funding

- b. Do the capital projects begun, in progress, or concluded in FY14, FY15, or FY16, to date, have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.**

The projects have no impact on operating budget.

15. Please provide a list of all budget enhancement requests (including, but not limited to, capital improvement needs), for FY15 and FY16, to date. For each, include a description of the need and the amount of funding requested.

Please see below for the FY 15 enhancement request. There are none for FY 16.

<u>FY 2015 LOCAL PROGRAM ENHANCEMENT and TECHNICAL ADJUSTMENT- FORM A</u>				
Agency Local Program Enhancement and Technical Adjustment Package Summary				
Department of Corrections (FL0)				
Date: 03/31/13				
Ser. No	Type	Title of Program Enhancement and Technical Adjustment Request	Amount of Request (\$)	FTE Request
1	Program Enhancement	PS - Correctional Surveillance Center Staffing	\$ 171,990	3.0
TOTAL			\$ 171,990	3.00

- 16. Please list, in chronological order, every reprogramming in FY15 and FY16, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY15 and FY16. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number.**

Please see Attachment 16 for DOC response.

Attachment 16

DEPARTMENT OF CORRECTIONS
FY 2015 REPROGRAMMING LOG

FY2015 DEPARTMENT OF CORRECTIONS (FLO) REPROGRAMMINGS							
Count	From Agency Code	Fund	To Agency Code	Fund	Date	Amount	Rationale
AGENCY FLO LOCAL APPROPRIATED OPERATING BUDGET AT 10/1/2014						\$ 123,409,408	
1	FLO	LOCAL	FLO	LOCAL	October 3, 2014	866,382	Procurement of contractual services for PREA, procurement of fleet for work squads, CCB food services, and in-house laundry services.
2	FLO	LOCAL	FLO	LOCAL	February 3, 2015	768,648	These funds are needed to procure Language Access software, Disaster Software, Various repairs for ACA, Tables for Day Room, Furniture for Juveniles, Assessment Software, DOH Pharmaceuticals, CCB Medical Supplies, Vocational Training.
3	FLO	LOCAL	FLO	LOCAL	March 2, 2015	85,000	The funds are needed to procure additional upgrades for identification system, critical IT projects, and furniture.
4	FLO	LOCAL	FLO	LOCAL	March 27, 2015	80,000	The funds were reprogrammed to align DOC inmate work squad expense with the correct funding attributes.
5	FLO	LOCAL	BN0	LOCAL	April 30, 2015	1,650,000	The funds were reprogrammed to HSEMA to help satisfy Federal Grant Match Requirements.
6	FLO	LOCAL	FLO	LOCAL	April 30, 2015	71,465	The funds are needed to procure critical employee training and travel, security supplies, and IT software maintenance
7	FLO	LOCAL	FLO	LOCAL	June 9, 2015	3,874,266	Procurement of contractual services for healthcare, ACA, DOH Pharmaceuticals, security equipment, medicine dispenser, and training and travel.
8	FLO	LOCAL	FLO	LOCAL	September 30, 2015	700,000	City-wide request
FY15 Local Reprogramming Total						\$ 8,095,761	
AGENCY FLO LOCAL APPROPRIATED OPERATING BUDGET AT 09/30/2015						\$ 118,496,100	

DEPARTMENT OF CORRECTIONS
 FY 2015 REPROGRAMMING LOG

FY2015 DEPARTMENT OF CORRECTIONS (FLO) REPROGRAMMINGS							
Count	From Agency Code	Fund	To Agency Code	Fund	Date	Amount	Rationale
AGENCY FLO SPR APPROPRIATED OPERATING BUDGET AT 10/1/2014						\$ 28,260,449	
1	FLO	SPR	FLO	SPR	February 9, 2015	51,000	The funds are needed to procure office supplies, general supplies, educational supplies, and equipment of the Inmate Welfare Fund.
2	FLO	SPR	FLO	SPR	July 1, 2015	68,000	The funds are needed to procure general supplies, fare cards, equipment and recreational supplies for the Inmate Welfare Fund.
FY15 SPR Reprogramming Total						\$ 119,000	
AGENCY FLO SPR APPROPRIATED OPERATING BUDGET AT 09/30/2015						\$ 18,408,685	

DEPARTMENT OF CORRECTIONS
FY 2015 REPROGRAMMING LOG

FY2015 DEPARTMENT OF CORRECTIONS (FLO) REPROGRAMMINGS							
Count	From Agency Code	Fund	To Agency Code	Fund	Date	Amount	Rationale
AGENCY FLO INTRADISTRICT APPROPRIATED OPERATING BUDGET AT 10/1/2014						\$ 169,454	
1	FLO	Intra District	FLO	Intra District	August 6, 2015	11,150	The funds are needed to procure training, travel, and interpreter services for RSAT in the IntraDistrict Fund.
FY15 INTRA DISTRICT Reprogramming Total						\$ 11,150	
AGENCY FLO INTRADISTRICT APPROPRIATED OPERATING BUDGET AT 09/30/2015						\$ 626,662	

FY2016 DEPARTMENT OF CORRECTIONS (FLO) REPROGRAMMINGS

Count	From Agency Code	Fund	To Agency Code	Fund	Date	Amount	Rationale
AGENCY FLO LOCAL APPROPRIATED OPERATING BUDGET AT 10/1/2015						\$ 122,175,524	
1	FLO	LOCAL	FLO	LOCAL	October 28, 2015	866,382	The funds are needed to procure critical officer vests, office supplies, GED supplies, educational supplies for the Residential Substance Abuse Treatment program, juvenile clothing and professional services, contractual obligations for laundry, warehouse, pharmaceutical equipment, IT hardware, culinary equipment, equipment and recreational supplies for officer's dining room, and furniture for Central Detention Facility (CDF).
FY16 Local Reprogramming Total						\$ 866,382	
AGENCY FLO LOCAL APPROPRIATED OPERATING BUDGET AT 01/31/2016						\$ 122,175,524	

- 17. Please list each grant or sub-grant received by your agency in FY15 and FY16, to date. List the date, amount, and purpose of the grant or sub-grant received.**

Please see Attachment 17 for DOC response.

Attachment 17

FY 2015 Subgrants

AGENCY: Department of Corrections (FLO):

DATE	AMOUNT	GRANTOR	PURPOSE	PROJECT CODE	NUMBER OF FTE's	TERMS OF FTE
1-Oct-14	5,561.33	Justice Grants Administration	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.	RST12F/15	0.00	N/A
1-Oct-14	44,080.00	Justice Grants Administration	Support contractual services that will implement the requirements for full compliance of regulations and national standards for the Prison Rape Elimination Act (PREA) program.	PREA1C/15	0.00	N/A
1-Oct-14	18,457.93	Justice Grants Administration	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.	RSAT5F/15	0.00	N/A
1-Oct-14	15,387.74	Justice Grants Administration	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.	RSAT3F/15	0.00	N/A
1-Oct-14	34,551.00	Justice Grants Administration	Sub-grant to support pre-and post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.	RSAT4F/15	1.00	The agency will not cover the costs after the grant end date. Position will be terminated.
1-Oct-14	225,575.00	Homeland Security and Emergency Services Administration	Administer the Correctional Emergency Preparedness and Response Administration - DC 5% project	FL4UA4/14	2.00	The agency will not cover the costs after the grant end date. Position will be terminated.
TOTAL \$ 343,613.00						

FY 2016 Subgrants

AGENCY: Department of Corrections (FL0):

DATE	AMOUNT	GRANTOR	PURPOSE	PROJECT CODE	NUMBER OF FTE's	TERMS OF FTE
1-Oct-15	35,412.00	Justice Grants Administration	Sub-grant contractual services to provide residential substance abuse treatment participants with empowerment sessions	RSAT5F/16	1.00	The agency will not cover the costs after the grant end date. Position will be terminated.
1-Oct-15	36,867.00	Justice Grants Administration	Sub-grant contractual services to provide residential substance abuse treatment participants with empowerment sessions	RSAT3F/16	0.00	N/A
TOTAL \$ 72,279.00						

- 18. 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?**

Please see Attachment 17 for DOC response.

- 19. 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 financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.**

Please see attached all pending litigation cases against DOC in attachments 19A and 19B. Please note that pending DOC cases are detailed in 2 listings – one including writs of habeas corpus and one is excluding writs. Both exclude disability compensation cases. The Office of the Attorney General cannot identify which cases potentially expose the city to significant liability in terms of money or change in practices as it would seriously compromise the District's position in those cases.

Attachment 19a

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
471599	Abdue-Sabur, Jason v. DC, et al 16-156	Civil Litigation Defensive	2/12/2016		
415229	Adams, Tonia v. Department of Corrections, OEA Matter No. 1601-0016-13	Labor and Employment	3/9/2014	Termination Appeal	Lindsay M Neinast Andrea G. Comentale
446804	Adams, Tonia v. Department of Corrections/ DOC v. OEA, 2015 CA 1114 P(MPA)	Labor and Employment	3/10/2015	Rule 1 Appeal	Lindsay M Neinast Andrea G. Comentale
439615	Alphonso Bryant v. Office fo Employee Appeals, et al., 09-6180 14-CV-1368	Appeal	12/10/2014	Appellate Employee Misconduct	Loren AliKhan Todd Sunhwaee Kim
375414	Alphonso Bryant v. Office fo Employee Appeals, et al., 09-6180, 12-CV-1544, 12-CV-1514	Appeal	9/7/2012	Appellate Employee Misconduct	Loren AliKhan Todd Sunhwaee Kim Jason Lederstein
247350	Amobi, Stephen v. DC, 08-1501	Civil Litigation Defensive	1/15/2009	Constitutional Claims Constitutional Claims Constitutional Claims	Shermineh C. Jones Patricia A. Oxendine Kerslyn D. Featherstone
8668	Angelia R. Henderson v. DC Dept. of Corrections	Labor and Employment	12/6/2000		Gail Elkins Frank McDougald
163616	Banks, Simon v. D.C., 05-1514 (RCL) (§ 1983 jail overdetention & conditions)	Civil Litigation Defensive	2/27/2006	Prisoner Complaint Civil Rights	Toni Michelle Jackson Keith Parsons
175218	Barnes, Carl A., et. al. v. DC, 06-0315 (RCL). Putative class action overdetention case. Alleged constitutional violations,	Civil Litigation Defensive	5/31/2006	Constitutional Claims	Andrew Saindon Toni Michelle Jackson
39834	Barton, Robert v. Odie Washington, 02-9340	Civil Litigation Defensive	7/2/2002		Erma R. Collier
94649	Beatrice Jackson v. D.C. Department of Corrections, OHA PBL No. 03-025, DCP No. LT5-DOC000316	Labor and Employment	4/18/2003		Frank McDougald Gail Elkins
99016	Beatrice Jackson v. D.C. Department of Corrections, OHA PBL No. 03-025, DCP No. LT5-DOC000316	Labor and Employment	6/19/2003		Frank McDougald Gail Elkins
99017	Beatrice Jackson v. D.C. Department of Corrections, OHA PBL No. 03-025, DCP No. LT5-DOC000316	Labor and Employment	6/19/2003		Frank McDougald Gail Elkins

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
104585	beatrice jackson v. department of corrections, OHA PBL, No. 03-025A, DCP No. LT5-docoooo316	Labor and Employment	9/16/2003		Frank McDougald Gail Elkins
451967	Black Creek Integrated Systems Corp. - D-1500	Civil Litigation Defensive	5/6/2015	Contract Consumer Complaint	Sheila R. Schreiber Kimberly Matthews Johnson
389696	Bobby E. Hazel v. District of Columbia, 12-1977, 13-CV-332	Appeal	4/2/2013	Slip and Fall	Mary L. Wilson Loren AliKhan Todd Sunhwae Kim
397254	Bobby E. Hazel v. District of Columbia, 12-1977, 13-CV-712, -332, 14-OA-21	Appeal	7/10/2013	Slip and Fall	Mary L. Wilson Loren AliKhan Todd Sunhwae Kim
417563	Branch, Tommy T. v. DC, 13-2005 - Inmate claim of assault against a correctional officer.	Civil Litigation Defensive	4/3/2014	Prisoner Complaint Civil Rights	Patricia A. Oxendine Stephanie E. Litos
452650	Brewer, James, et al, v. DC, et al 15-0565	Civil Litigation Defensive	5/14/2015		Darrell Chambers Robert A. DeBerardinis, Jr.
447343	Brewer, James, Marquette Frazier, Arik Sims, 15-0565 - v. DC, et al - Inmate claim federal civil rights and common-law violations from sexual assaults and retaliation by DOC officers at DC jail. Super. Ct. Case 15-1425	Civil Litigation Defensive	3/16/2015	Prisoner Complaint Common Law	Shermineh C. Jones Patricia A. Oxendine William J. Chang
416538	Briscoe, Shante v. Department of Corrections, OHR Charge No. 11-087-DC (CN)	Labor and Employment	3/24/2014	Discrimination	Andrea G. Comentale Eric Adam Huang
447042	Bryant, Alphonso v. Department of Corrections, OEA Matter No. 1601-0038-08C15	Labor and Employment	3/12/2015	Termination Appeal	Andrea G. Comentale Rahsaan J. Dickerson
447044	Bryant, Alphonso v. Department of Corrections, OEA Matter No. 1601-0038-08AF15	Labor and Employment	3/12/2015	Termination Appeal	Rahsaan J. Dickerson Andrea G. Comentale
227430	Bryant, Alphonso v. Department of Corrections, OEA Matter No. 1601-0038-08	Labor and Employment	5/3/2008	Employee Misconduct	Kevin J. Turner
471011	Burno, Kevin v. Dept. of Corr., 15-1369 - Inmate claim of religious discrimination and failure to accommodate at DC Jail.	Civil Litigation Defensive	2/5/2016	Prisoner Complaint Common Law	Patricia A. Oxendine Shermineh C. Jones
385330	Charles E. Watts, Sr. v. Department of				

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
	Corrections, D,C. OAG, Office of Employee Appeals, et al., 05-9876	Appeal	2/6/2013	Appellate Rule 1 Appeal	Loren AliKhan Todd Sunhwa Kim
83703	Charline Smith v. District of Columbia Department of Corrections, OHA PBL No. 98-016B, DCP No. LT5-DOC002095	Labor and Employment	10/22/2002		Frank McDougald Gail Elkins
466826	Childs, Angelo v. Department of Corrections, OEAMatter No. 1601-0079-14	Labor and Employment	11/25/2015	Termination Appeal	Andrea G. Comentale Lindsay M Neinast
415230	Coates, Matthew v. Department of Corrections, OEAMatter No. 1601-0017-13	Labor and Employment	3/9/2014	Termination Appeal	Andrea G. Comentale Lindsay M Neinast
446800	Coates, Matthew v. Department of Corrections/DOC v. OEA, 2015 CA 0457 P(MPA)	Labor and Employment	3/10/2015	Rule 1 Appeal	Lindsay M Neinast Andrea G. Comentale
432580	Coleman, Willie v. Department of Corrections, OEAMatter No. 1601-0057-14	Labor and Employment	9/26/2014	Termination Appeal	Andrea G. Comentale Lindsay M Neinast
8807	Comments on Employee Criminal Background	Labor and Employment	2/9/1999		Frank McDougald
82421	Conrad A. Tucker v. District of Columbia Department of Corrections, OHA PBL No. 02-032, OBA No. 000669	Labor and Employment	10/4/2002		Frank McDougald Gail Elkins
86617	Conrad Tucker v. Dept. of Corrections, OHA PBL No. 02-032A, DCP No. 000669	Labor and Employment	12/3/2002		Frank McDougald Ross Buchholz
467228	Constance Ware v. D.C. DOES, et al.15-143, 14-098, 15-AA-1295	Appeal	12/3/2015		Loren AliKhan Todd Sunhwa Kim Mary L. Wilson
441441	Copeland, Barbara v. DC, 14-1708 - Title VII-sexual harassment	Civil Litigation Defensive	1/6/2015		David Jackson Chad Copeland
425153	Cynthia N. Washington v. District of Columbia, 12-7237, 14-CV-653	Appeal	6/23/2014		Loren AliKhan Jason Lederstein Todd Sunhwa Kim
388002	David Copeland v. D.C. Department of Corrections, 11-2875 , 13-CV-168	Appeal	3/13/2013		Loren AliKhan Todd Sunhwa Kim
8834	David E. Link v. DC Dept. of Corrections	Labor and Employment	1/14/2000		Frank McDougald

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

Matter ID	Matter Description	Area of Law	Opened Date	Category	Assigned Professionals
140832	Depree, William v. Department of Corrections, 05 - mpa 0000017	Labor and Employment	4/25/2005	Rule 1 Appeal	Frank McDougald Frank McDougald
403551	Doe, Jane v. DC, 13-0878 (D.D.C.) - Transgender detainee was allegedly improperly housed with a male inmate and sexually assaulted. Common law and federal civil rights claims.	Civil Litigation Defensive	9/24/2013	Prisoner Complaint Common Law	Aaron Finkhousen Jonathan H. Pittman Martha J. Mullen
227424	Douglas, Herbert L. v. Department of Corrections, OEA Matter No. 1601-0033-08	Labor and Employment	5/3/2008	Employee Misconduct	Phillip A. Lattimore
174578	Duberry, Ronald Eugene v. DC, 06-0395 (MPA). Petition for Review of OEA decision.	Labor and Employment	5/22/2006	Rule 1 Appeal	Frank McDougald
386427	Dupree, William H. v. DC, 13-1495	Labor-Management Relations	2/21/2013	Petition for Review of Initial Decision	Andrea G. Comentale
340414	Dupree, William H. v. Department of Corrections, OEA Matter No. 2401-0088-01R12	Labor and Employment	1/26/2012	Termination Appeal	Andrea G. Comentale Frank McDougald
458603	Dyson, Anthony v. Department of Corrections, (PFR) OEA Matter No. 1601-0079-14	Labor and Employment	7/24/2015	Employee Misconduct	Andrea G. Comentale Sonia Weil
442604	Dyson, Anthony v. Department of Corrections, OEA Matter No. 1601-0079-14	Labor and Employment	1/21/2015	Employee Misconduct	Sonia Weil Andrea G. Comentale
44725	Edna Mc Manus v. Department of Corrections, OHA PBL No. 02-017A, OBA No. 002705, 002683	Labor and Employment	8/16/2002		Frank McDougald Gail Elkins
378770	Emmette McCormick, Jr. v. District of Columbia, 07-0570, 12-7115	Appeal	10/24/2012		Loren AliKhan Holly M. Johnson Todd Sunhwa Kim
413646	Foreman, Maurice v. DC, 14-8436 - Negligence - housing and contraban control - Inmate on inmate stabbing.	Civil Litigation Defensive	2/18/2014	Personal Injury Personal Injury	Patricia A. Oxendine Kerslyn D. Featherstone
447379	Frank v. DC, 15-0306	Civil Litigation Defensive	3/17/2015	Personal Injury	Patricia A. Oxendine Stephanie E. Litos
443850	Frank, David v. DC, 15-0730 - Civil rights and common law claims from inmate on inmate				

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
	stabbing.	Civil Litigation Defensive	2/3/2015	Prisoner Complaint Common Law	Christina Cobb Patricia A. Oxendine Kerslyn D. Featherstone
244669	Fraternal Order of Police Department of Correction Labor Committee (PERB)	Civil Litigation Defensive	12/11/2008		
467560	Friday, Shaun - aka- Jahad Braxton v. DC, 15-9038 - Personal injury claim arising from alleged collision between DOC vehicle in which plaintiff was a passenger and another DC vehicle.	Civil Litigation Defensive	12/9/2015	Prisoner Complaint Common Law	Laura A. George Chad Copeland
415232	Fulford-Cuthbertson, Kenya v. Department of Corrections, OEA Matter No. 1601-0010-13	Labor and Employment	3/9/2014	Termination Appeal	Andrea G. Comentale Lindsay M Neinast
446803	Fulford-Cuthbertson, Kenya v. Department of Corrections/DOC v. OEA, 2015 CA 1113 P(MPA)	Labor and Employment	3/10/2015	Rule 1 Appeal	Lindsay M Neinast Andrea G. Comentale
435204	Hairston, Richard v. Department of Corrections, OEA Matter No. 1601-0307-10AF14	Labor and Employment	10/20/2014	Termination Appeal	Frank McDougald Andrea G. Comentale
289548	Hairston, Richard v. Department of Corrections, OEA Matter No. 1601-0307-10	Labor and Employment	7/15/2010	Termination Appeal	Andrea G. Comentale Frank McDougald
468473	Hammond Sr, Andrae v. DC Department of Correction 15-9730- inmate at Jail claims injury from tv failling over and hitting inmate and in a separate incident inmate slipping on water that allegedly was on the floor of the facility	Civil Litigation Defensive	12/23/2015		David Jackson Chad Copeland
191885	Hariston, Richard v. Department of Corrections, C.A. No. 0007248 - 06	Labor and Employment	12/28/2006	Employment Employment	Frank McDougald Pamela Smith
381120	Harper, Orlando v. Department of Corrections, OHR Docket No. 12-344-DC (CN)	Labor and Employment	11/29/2012	Discrimination	Andrea G. Comentale Frank McDougald
423758	Harris, Sean v. DC, et al 14-2539 (SC), removed 14-1104 (D.D.C.) - Civil rights claim-alleged assault of inmate by prison guard.	Civil Litigation Defensive	6/9/2014	Medicaid Claim	Jonathan H. Pittman Joseph A. Gonzalez
442873	Hatch, Donald J. v. DC, 91-5148 - Inmate claims				

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

Matter ID	Matter Description	Area of Law	Opened Date	Category	Assigned Professionals
	he was never paid the \$5.00 judgment he won back in 1995.	Civil Litigation Defensive	1/22/2015	Miscellaneous Cause of Action	Darrell Chambers
184710	Hatton, Shantell v. Department of Corrections, case no. DOC -06-800001	Labor and Employment	9/19/2006	Employee Misconduct	Frank McDougald Andrea G. Comentale
227432	Hinton-Saunders, Lowanda v. Department of Corrections, OEA Matter No. 1601-0039-08	Labor and Employment	5/3/2008	Employee Misconduct	Ross Buchholz
416572	Hunt, Garnetta v. Department of Corrections, (PFR) OEA Matter No. 1601-0053-11	Labor and Employment	3/24/2014	Petition for Review of Initial Decision	Andrea G. Comentale Kevin J. Turner
375610	Hunt, Garnetta v. Department of Corrections, OEA Matter No. 1601-0053-11	Labor and Employment	9/10/2012	Termination Appeal	Andrea G. Comentale Kevin J. Turner
450477	Jacqueline K. Hurst v. District of Columbia, 12-2537, 15-1510	Appeal	4/20/2015	Discrimination	Todd Sunhwaee Kim Loren AliKhan Mary L. Wilson
1959	James Clark v. District of Columbia - 02-0303	Civil Litigation Defensive	4/2/2002		Bruce Brennan
1954	James Clark v. District of Columbia - 02-0303 - Appeal before the United States Ment System Protection Board.	Appeal	4/2/2002	Appellate	
184725	Jennings, Lorenzo v. Department of Corrections, Case No. DOC -06-800005	Labor and Employment	9/19/2006	Employee Misconduct	Frank McDougald Thelma Chichester
227433	Jennings, Lorenzo v. Department of Corrections, OEA Matter No. 1601-0032-08	Labor and Employment	5/3/2008	Employee Misconduct	Ross Buchholz
378548	John W. Hawthorne v. District of Columbia, 11-1406, 12-7110	Appeal	10/22/2012		Todd Sunhwaee Kim Donna M. Murasky Mary L. Wilson
431748	Johnson, Keith v. DC, et al -14-1524 - Johnson (inmate) a part of a clean up detail claims he had to clean up cell after suicide of another inmate without adequate protective gear and post incident suicide counseling/theraphy.	Civil Litigation Defensive	9/15/2014	Prisoner Complaint Common Law	Kerslyn D. Featherstone Patricia A. Oxendine Alicia Cullen
469589	Jones, Andrew v. DC, 16-0007 - Federal claims for plaintiff's alleged over-detention and improper strip searches not based on probable cause.	Civil Litigation Defensive	1/13/2016		Toni Michelle Jackson

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <- 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
326793	Jones, Charles Edward, Jr. v. DC, 93-3906	CLA - Mental Retardation	8/5/2011		Darrell Chambers
432290	Jones, Deon, et al v. DC, 14-5211 (SC) - multi-plaintiff WPA claim brought by DOC employees	Civil Litigation Defensive	9/22/2014	DC Whistle Blower Act Claim	Sarah L. Knapp Jonathan H. Pittman
470247	Kelvin J. Miles v. Muriel Bowser, et al., 14-662, 15-7051	Appeal	1/27/2016		Loren AliKhan Todd Sunhwa Kim
435005	Lawrence, Carlton Eugene v. DC, 14-6572 (SC) - Breach of duty of care in ensuring proper medical care by Unity Health at D.C. Jail and transferring of inmate to federal custody resulting in personal injury.	Civil Litigation Defensive	10/17/2014	Negligence Miscellaneous PI Prisoner Complaint Common Law	Jonathan H. Pittman Joseph A. Gonzalez
443805	Lewis, Elroy X v. DC - Motion to vacate - allegations are not clear.	Civil Litigation Defensive	2/3/2015		Darrell Chambers
449062	Lewis, Kayla Dionne v. DC, 15-352	Civil Litigation Defensive	4/2/2015	Miscellaneous Cause of Action	Toni Michelle Jackson
470249	Linda A. Rash v. Office of Employee Appeals, 15-2227, 15-CV-1424	Appeal	1/27/2016		Todd Sunhwa Kim Stacy L. Anderson Loren AliKhan
407237	Lisa Brokenborough et al. v. District of Columbia, et al. 1:13-cv-1757 (Judge Kollar-Kotelly) - Sexual harassment against female employees.	Civil Litigation Defensive	11/13/2013		Chad Naso Toni Michelle Jackson
447041	Love, Darryl v. Department of Corrections, OEA Matter No. 1601-0034-08C15	Labor and Employment	3/12/2015	Termination Appeal	Rahsaan J. Dickerson Andrea G. Comentale
447045	Love, Darryl v. Department of Corrections, OEA Matter No. 1601-0034-08AF15	Labor and Employment	3/12/2015	Termination Appeal	Andrea G. Comentale Rahsaan J. Dickerson
227425	Love, Darryl v. Department of Corrections, OEA Matter No. 1601-0034-08	Labor and Employment	5/3/2008	Employee Misconduct	Kevin J. Turner
89166	Lowan T. Black v. Department of Corrections, OHA PBL No. 03-012, DCP No. 001784	Labor and Employment	1/22/2003		Frank McDougald Gail Elkins
227431	Makins, Dionne v. Department of Corrections, OEA Matter No. 1601-0037-08	Labor and Employment	5/3/2008	Employee Misconduct	Phillip A. Lattimore

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
267277	Mallie Wiggins v. D.C. Office of Employee Appeals, Department of Corrections 07-5163 P (MPA)	Appeal	9/25/2009		Loren AliKhan Todd Sunhwaee Kim
457855	Mannina, Victoria behalf of Paul Mannina v. Mayor Muriel Bowser, Karl Racine & Thomas Faust 15-931- Negligence-inmate suicide claim (razor)	Civil Litigation Defensive	7/16/2015		Steve J. Anderson Jonathan H. Pittman
468996	Michael D. Hurd, Jr. v. D.C. Government, 15-cv-666, 15-7153	Appeal	1/4/2016	Prisoner Complaint Common Law	Todd Sunhwaee Kim Loren AliKhan Mary L. Wilson
469500	Mitchell, Wallace 15-5401 - Inmate claims guards turned off water ito his cell.	Civil Litigation Defensive	1/12/2016		Chad Copeland
469501	Mitchell, Wallace 15sc005123	Civil Litigation Defensive	1/12/2016		
469504	Mitchell, Wallace 15-3877 - Claims correctional officer stole his property and supervisors took no action to get property back.	Civil Litigation Defensive	1/12/2016		Chad Copeland
458417	Mitchell, Wallace G v. Karl Racine, DC Department of Correction 15-4380 - DOC staff exposes plaintiff to substances to which he has an allergy.	Civil Litigation Defensive	7/22/2015		David Jackson
451442	Mitchell, Wallace G. v. Kevin Hardgrave, et al, 15-2012	Civil Litigation Defensive	4/30/2015	Miscellaneous Cause of Action	William J. Chang Michael K. Addo Patricia A. Oxendine
469707	Mitchell, Wallace G. v. Sgt. Lasheek, et al, 16-0085 - Pro se inmate claim that guards removed legal papers and personal items from his cell and did not return them.	Civil Litigation Defensive	1/15/2016	Gambling Forfeiture Libel Prisoner Complaint Common Law	Chad Copeland
468010	Mitchell, Wallace v. Antonio Johnson, et al, 15-5123 - Jail inmate claims officers turned off water to inmate's cell.	Civil Litigation Defensive	12/16/2015	Prisoner Complaint Common Law	Chad Copeland
468134	Mitchell, Wallace v. DC, 15-9485 - Pro se complaint by inmate against DOC officers and Mayor claiming that they conspired against				

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
	plaintiff (false arrest).	Civil Litigation Defensive	12/18/2015	Miscellaneous Cause of Action	Patricia A. Oxendine
467646	Mitchell, Wallace v. Dept. of Corrections, et al, 15-5101- Claim that DOC staff gave plaintiff soy product knowing she was allergic to the product causing her pain and suffering.	Civil Litigation Defensive	12/10/2015	Prisoner Complaint Common Law	Chad Copeland
464403	Mitchell, Wallace v. Iman Jacks, et al, 15-7784 - Pro se inmate claims sexual assault by two female correctional officers and attempts on his life by feeding him soy products.	Civil Litigation Defensive	10/21/2015	Prisoner Complaint Common Law	Chad Copeland Robert A. DeBerardinis, Jr. Portia M. Roundtree
457858	Mitchell, Wallace v. Sheila Marr, Sukeithia Robinson, Obioma Ibeawuchi 15-4973 - Pro se sexual assault claim by inmate against DOC employees.	Civil Litigation Defensive	7/16/2015		Portia M. Roundtree Chad Copeland
467645	Mitchell, Wallace v. Sukithia Robinson, et al, 15-5122 - Pro se inmate claim that staff has stolen stamps and envelopes belonging to plaintiff and other inmates.	Civil Litigation Defensive	12/10/2015	Prisoner Complaint Civil Rights Prisoner Complaint Common Law	Chad Copeland
9475	Negasi G. Teklu v. DC Dept. of Corrections	Labor and Employment	5/24/2001		Ariel_Luis Mendez Frank McDougald
446915	Nowlin, Dwayne Anthony v. DC, 15-1362 - Civil rights/common law torts alleged by inmate from alleged excessive force by prison correctional officers.	Civil Litigation Defensive	3/11/2015	Constitutional Claims	Patricia A. Oxendine Kerslyn D. Featherstone
9502	Oliver Amaechi v. Dept. of Corrections	Labor and Employment	9/19/2000		Frank McDougald
194976	Phillip Thomas Cason v. D.C. Department of Correctionis, et al., 06-446, 06-7203	Appeal	2/12/2007	Prisoner Complaint Common Law	Todd Sunhwa Kim Edward E. Schwab
199085	Phillip Thomas Cason v. D.C. Department of Corrections, et al., 06-446, 07-7052	Appeal	4/6/2007	Prisoner Complaint Common Law	Todd Sunhwa Kim Edward E. Schwab Richard S. Love
243549	Phillip Thomas Cason v. D.C. Department of Corrections, et al., 06-446, 08-7129	Appeal	10/8/2008	Prisoner Complaint Common Law	Todd Sunhwa Kim Edward E. Schwab Mary T. Connelly

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
415231	Phillips-Armstead, Jalonda v. Department of Corrections, OEA Matter No. 1601-0018-13	Labor and Employment	3/9/2014	Termination Appeal	Lindsay M Neinast Andrea G. Comentale
446796	Phillips-Armstead, Jalonda v. Department of Corrections/DOC v. OEA, 2015 CA 0455 P(MPA)	Labor and Employment	3/10/2015	Rule 1 Appeal	Lindsay M Neinast Andrea G. Comentale
385116	Pierce, William v. DC, 13-134	Civil Litigation Defensive	2/4/2013	Discrimination	Elizabeth Sarah Gere Toni Michelle Jackson
184715	Pointer, Malcolm v. Department of Corrections, Case No. DOC-06-800003	Labor and Employment	9/19/2006	Employee Misconduct	Frank McDougald Thelma Chichester
469605	Richardson, Andre (AKA-Andrea) v. DC, 15-8825 - Federal and common law claims over housing transgender inmate in cell with aggressive male inmate who sexually assaulted the plaintiff.	Civil Litigation Defensive	1/13/2016	Prisoner Complaint Common Law	Jonathan H. Pittman Martha J. Mullen
447814	Riley, Theodore v. DC, 15-1671 - Negligence - DC Jail inmate stabbing (no federal claims).	Civil Litigation Defensive	3/20/2015	Personal Injury	Patricia A. Oxendine William J. Chang
274040	Robin Robinson v. U.S. Marshall Services, 06-171, 09-5451	Appeal	12/16/2009	Prisoner Complaint Civil Rights	Todd Sunhwaee Kim Donna M. Murasky Mary L. Wilson
39655	Roebuck, Linda v. DC 99-1564	Civil Litigation Defensive	6/25/2002	Employment	John Grimaldi Monique Daniel Wendel Hall
456254	Ronald E. Duberry, et al v. DC, et al, 14-1258, 15-7062	Appeal	6/25/2015		Loren AliKhan Todd Sunhwaee Kim Mary L. Wilson
359570	Sampson, Walter v. Department of Corrections, EEOC Charge No. 570-2009-01685C	Labor and Employment	4/12/2012	Discrimination	Andrea G. Comentale Frank McDougald
468948	Savage, Tony v. Department of Corrections, OHR Docket No. 12-070-DC (CN), EEOC # 10C-2012-00067	Labor and Employment	1/3/2016	Discrimination	Frank McDougald Andrea G. Comentale
447915	Savage, Tony v. Office of Human Rights, 2015 CA 0355 P(MPA)	Labor and Employment	3/22/2015	Discrimination	Milena Mikailova Andrea G. Comentale

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
458150	Shepherd, Angelo v. District of Columbia & Karl Racine 15-4104 - Assault - inmate claims corrections officer struck inmate in the face.	Civil Litigation Defensive	7/20/2015		David Jackson Chad Copeland
470890	Smith, Gregory v. DC - 15-0161 (ref: 14-7278)	Civil Litigation Defensive	2/4/2016		Michael K. Addo Patricia A. Oxendine
441610	Smith, Gregory v. DC, 14-7278 - DOC over-detention case.	Civil Litigation Defensive	1/8/2015	Prisoner Complaint Common Law Constitutional Claims	Michael K. Addo Akua Coppock Patricia A. Oxendine Alicia Cullen Kimberly Matthews Johnson
452637	Smith, Jekwan Donte v. DC, 14-5594	Civil Litigation Defensive	5/14/2015	Constitutional Claims	Michael K. Addo Patricia A. Oxendine
446149	Special Swanson v. D.C. Department of Employment Services, 14-104, 15-CV-226	Appeal	3/3/2015		Donna M. Murasky Loren AliKhan Todd Sunhwaee Kim
300178	Spencer, Emmett v. DC, 10-7954, Simon Wainright, Officer Steve Harris (car accident)	Civil Litigation Defensive	10/27/2010	Personal Injury	Shermineh C. Jones Akua Coppock Patricia A. Oxendine
300181	Spencer, Emmett v. DC, 10-7955, Slip and Fall	Civil Litigation Defensive	10/27/2010	Negligence Miscellaneous PI	Akua Coppock Patricia A. Oxendine
113369	Thaddeus Fletcher v. Edward F. Reilly, Jr., et al. 01-2058, 03-5359	Appeal	2/5/2004		Edward E. Schwab Mary L. Wilson
9718	Tina Lee vb. DC Dept. of Corrections	Labor and Employment	1/8/2001		Frank McDougald Turna Lewis
9720	Tonya S. Williams v. Dept. of Corrections	Labor and Employment	4/19/2000		Frank McDougald Turna Lewis
461048	Tyler, James v. DC, 15-1340 (D.D.C.) - pro se ADEA claim	Civil Litigation Defensive	9/2/2015	Employment	Sarah L. Knapp Jonathan H. Pittman
380900	Tyrone Hurt v. Corporation Counsel Office; City of Washington; MPD, 12-CV-04732, 12-1743S	Appeal	11/26/2012		Loren AliKhan Todd Sunhwaee Kim Donna M. Murasky
378838	Tyrone Hurt v. D.C. Board of Parole, et al.,				

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

Matter ID	Matter Description	Area of Law	Opened Date	Category	Assigned Professionals
	12-3720, 12-CV-4429	Appeal	10/25/2012		Loren AliKhan Todd Sunhwaee Kim
429197	Tyrone Hurt v. D.C. Government, et al., 13-864, 13-8008	Appeal	8/12/2014		Todd Sunhwaee Kim Loren AliKhan
457699	Wallace, Mitchell G v. Oluwesegun Obebe 15-4972	Civil Litigation Defensive	7/14/2015		William J. Chang Chad Copeland
9757	Walter Settles v. Dept. of Corrections	Labor and Employment	8/15/2000	Appellee	Turna Lewis Frank McDougald Charles Reischel
373266	Ward, Damika v. Department of Corrections, OE Matter No. 1601-0286-10	Labor and Employment	8/11/2012	Termination Appeal	Andrea G. Comentale Kevin J. Turner
184698	Washington, Cynthia v. Department of Corrections, Case No. DOC-06-800000	Labor and Employment	9/19/2006	Employee Misconduct	Frank McDougald Andrea G. Comentale
227434	Washington, Cynthia v. Department of Corrections, OEA Matter No. 1601-0035-08	Labor and Employment	5/3/2008	Employee Misconduct	Ross Buchholz
381710	Washington, Cynthia v. Office of Employee Appeals (DOC), 2012 CA 9041 P(MPA)	Labor and Employment	12/6/2012	Rule 1 Appeal	Andrea G. Comentale Kevin J. Turner
444726	Washington, David L. v. DC, 15-0691- Personal injury/negligence-inmate slipped and fell on floor.	Civil Litigation Defensive	2/11/2015	Slip and Fall	William J. Chang Patricia A. Oxendine
418953	Watkins, Ronald K. v. Department of Corrections, 2014 CA 2417 P(MPA)	Labor and Employment	4/21/2014	Rule 1 Appeal	Frank McDougald Andrea G. Comentale
164356	Watts, Charles v. DC, 05-9876	Labor and Employment	3/8/2006	Employment	Frank McDougald Frank McDougald
274058	West, Jerome v. Department of Corrections, (Enforcement) OEA Matter No. 1601-0038-03CA09	Labor and Employment	12/16/2009	Termination Appeal	Andrea G. Comentale Frank McDougald
189877	White, Carl v. Department of Corrections, 2006 CA007276 P(MPA)	Labor and Employment	11/28/2006	Rule 1 Appeal	Frank McDougald Glenna Barner
213767	Wiggins, Mallie v. DC, 07-5163	Labor and Employment	10/17/2007		Frank McDougald
214778	Wiggins, Mallie v. Department of Corrections,				

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <> 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description not contains 'Habeas', 'Disability') and (not having any (Category = 'Habeas Corpus', 'Disability Compensation'))]

Matter ID	Matter Description	Area of Law	Opened Date	Category	Assigned Professionals
	2007 CA 005163 P(MPA)	Labor and Employment	10/31/2007	Rule 1 Appeal	Frank McDougald Pamela Smith
429125	William H. Dupree v. D.C. Department of Corrections and D.C. Office of Employee Appeals, 13-1495, 14-CV-860	Appeal	8/12/2014	Petition for Review of Initial Decision	Holly M. Johnson Loren AliKhan Todd Sunhwae Kim
269029	William H. Dupree v. D.C. Office of Employee Appeals, Department of Correction, 06-1259 MPA, 09-CV-937, 09-CV-1368	Appeal	8/11/2009		Loren AliKhan Todd Sunhwae Kim Holly M. Johnson
384315	William H. Dupree v. D.C. Office of Employee Appeals, Department of Correction, 12-OA-49	Appeal	1/22/2013		Loren AliKhan Todd Sunhwae Kim Holly M. Johnson
9776	William H. Dupree v. Department of Correction	Labor and Employment	5/24/1999		Frank McDougald Todd Sunhwae Kim
464523	Williams, Tyeast v. Department of Corrections, OEA Matter No. 1601-0137-15	Labor and Employment	10/22/2015	Termination Appeal	Janea J. Raines Andrea G. Comentale
467145	Wilson, David v. DC, 15-9075 - Common-law claims challenging handling of his case by MPD and failure to give information to plaintiff.	Civil Litigation Defensive	12/2/2015	Prisoner Complaint Common Law	Patricia A. Oxendine
470508	Wilson, Marlon Andre v. Thomas Fraust, 16-0275 - Negligence - inmate claims another inmate threw boiling water from a skillet burning his neck.	Civil Litigation Defensive	2/1/2016	Prisoner Complaint Common Law	Aaron Finkhousen Chad Copeland
468695	Young-Bey Jeffrey M. 15-9626 (SC) - Pro se complaint for negligence, intentional infliction of emotional distress and inhumane conditions of confinement in denial of medical care	Civil Litigation Defensive	12/29/2015		Jonathan H. Pittman Martha J. Mullen

Attachment 19b

Listing of DOC Cases in Prolaw

[(Client Sort contains 'Correct', 'DOC', 'D.O.C.') and (Status <- 'Closed')] and [(Area of Law contains 'Civil Litigation Defensive', 'Appeal', 'Labor') or (having any (OCC Section contains 'Equity', 'Litigation Section', 'Labor'))] and [(Matter Description contains 'Habeas') or (Category contains 'Habeas')]

<u>Matter ID</u>	<u>Matter Description</u>	<u>Area of Law</u>	<u>Opened Date</u>	<u>Category</u>	<u>Assigned Professionals</u>
466360	Afrnan J. Parker-EL v. District of Columbia, Charles Jones Jr., 14-2137, 15-	Appeal	11/17/2015	Habeas Corpus	Todd Sunhwaee Kim Loren AliKhan
471564	Johnson, Leonard (crim defendant), U.S., No 14-0146 (D.D.C.) - represent DOC in hearing in criminal case in which inmate alleges that he was assaulted by DOC personnel	Civil Litigation Defensive	2/12/2016	Habeas Corpus	Jonathan H. Pittman Alex Karpinski
380178	Julian Byrd v. Orlando Harper, 2005-FEL-4769, 2005-DVM-4053, 2005-DVM-3497, 12-CO-1782	Appeal	11/13/2012	Habeas Corpus	Loren AliKhan Todd Sunhwaee Kim
130004	McGrady-Bey, Duane v. DC, 04-2505. Habeas	Civil Litigation Defensive	10/22/2004	Habeas Corpus	Teresa Quon Teresa Quon
461855	Mitchell, Wallace G. v. William Smith, Warden, 15-1319 - Habeas - dissciplinary segregation, loss of good time (presumable credit) and privileges.	Civil Litigation Defensive	9/15/2015	Habeas Corpus	Chad Copeland Aaron Finkhousen
451566	Mitchell, Wallace v. DC, 15-101 - Habeas - Show Cause	Civil Litigation Defensive	5/1/2015	Miscellaneous Cause of Action	Portia M. Roundtree Patricia A. Oxendine Chad Copeland
461046	Whoie, Robert Roland v. Warden, 15-1354 (D.D.C.) - habeas	Civil Litigation Defensive	9/2/2015	Habeas Corpus	Jonathan H. Pittman Jonathan H. Pittman

20. Please provide the total number of administrative complaints or grievances that the agency received in FY15 and FY16, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.

FY 2015 Administrative complaints/grievances

Source	Number of Grievances	Process utilized to respond	Changes to agency policies or procedures
OEA	3	The Agency follows the DPM Chapter 16 appeals instructions, and OEA regulations--final decision advises the employee of the appeals process. In addition to the final decision, employee receives copies of the OEA appeals application forms and a copy of OEA rules and regulations.	N/A
DOC Internal	2	EEO complaint forms are made available for employees to complete and return to the EEO office. Once received, EEO staff responds accordingly. In the near future, employees will be able to forward their concerns directly to an EEO notification email account so that all complaints can be forwarded to one source. Employees may also express concerns directly to their immediate supervisor for resolution.	N/A
OHR	8	The Agency follows the District Human Rights Act of 1977 as amended; and OHR Guidelines and Procedures.	N/A
EEOC	2	The agency follows the Federal Guidelines and Title 7 of the Civil Rights Act of 1991 and EEOC Guidelines and Regulations.	N/A

FY 2016 Administrative complaints/grievances

Source	Number of Grievances	Process utilized to respond	Changes to agency policies or
OEA	1	Chapter 16 appeal instructions; and OEA regulations. Final decision advises the employee of the appeal process. Final decision includes copies of the OEA appeals application forms and a copy of OEA rules and regulations.	N/A
DOC Internal	1	EEO complaint forms are made available for employees to complete and return to the EEO office. Once received, EEO staff responds accordingly. In the near future, employees will be able to forward their concerns directly to an EEO notification email account so that all complaints can be forwarded to one source. Employees may also express concerns directly to their immediate supervisor for resolution.	N/A
EEOC	1	The agency follows the Federal Guidelines and Title 7 of the Civil Rights Act of 1991; and EEOC Guidelines and Regulations.	N/A

21. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY15 and FY16, to date, along with the agency's compliance or non-compliance with any recommendations.

- ✓ The OIG conducted a special evaluation of the Department of Correction's Inmate Release Procedures as it relates to the Safe Release Act (outlines requirements for when an inmate is released between 10:00 PM and 7:00 AM). OIG was provided with the Inmate Records Office release policies and procedures, and the names and functions of the electronic systems used to view criminal information in order to effectuate the release.

There were no violations found in the report however the OIG did make the following recommendations:

Written Agreement to Access Residence or Other Housing- Verify that inmate has access to housing at the time of release. This will be evaluated and implemented as appropriate.

Transportation Immediately Following Late Night Release- When an inmate is released between 10:00 PM and 7:00 AM have money available for a taxi at the time of release--- consider use of money within the Inmate Welfare fund or having petty cash on hand to pay for transport. This will be evaluated and implemented as appropriate.

Inmate Waiver to Remain at the CDF Overnight- The waiver an inmate signs if he is released after 10:00 PM and chooses to stay at CDF overnight should be reviewed for legal sufficiency to ensure that the inmate does not forfeit any rights by choosing to stay. The General Counsel will review this and modify as appropriate.

Warden Certification of Late Night Requirements- The Warden should certify that all requirements of the Safe Release Act have been met. This will be evaluated and implemented as appropriate.

- ✓ The Community Correctional Centers, Hope Village, Fairview, and Extended House were officially certified through the U.S. Department of Justice (USDOJ) as 100% compliant with standards of the Federal Prison Rape Elimination Act (PREA). PREA standards, released in June 2012, set forth strict requirements to address sexual abuse in all correctional institutions throughout the country--both public and private institutions that house adult and/or juvenile offenders.
- ✓ The FBOP audit ensures there is continued compliance with the existing agreement; inmate needs are being met. FBOP conducts at least two audits per year.
- ✓ There were no deficiencies reported during the monitoring periods.

- ✓ The CJCC Compliance Monitor conducted the annual site inspection in the Juvenile Unit at the Correctional Treatment Facility (CTF). There were no violations found during this inspection. (See attached.)
- ✓ The Central Detention Facility (CDF) was audited by ACA in October 2015. DOC received its official reaccreditation on January 24, 2016.
- ✓ The Central Detention Facility's medical services were audited by the National Commission on Correctional Health Care in 2015---the jail's medical and mental health service delivery system was re-accredited by this national body.

The agency was compliant with all below-listed inspections including recommendations.

- D.C. Department of Health Environmental Inspection (Quarterly DOH Inspection)
- U.S. Department of Justice Bureau of Prisons (Juvenile Inspection)
- Opioid Treatment Program (Methadone Program)
- Addiction Prevention and Recovery Administration (RSAT Program)
- Health Regulatory and Licensing Administration (Pharmacy)
- Drug Enforcement Agency (Pharmacy)

- 22. Please provide a copy of the agency's FY15 performance plan. Please explain which performance plan objectives were completed in FY15 and whether or not they were completed on time and within budget. If they were not, please provide an explanation.**

The FY 2015 Performance Plan is in Attachment 22. DOC undertook 16 performance initiatives in FY 2015. Of these, 12 were completed, 2 were partially completed and 2 were not completed. Performance assessments for each are provided in the attachment.

Attachment 22a

FY 2015 PERFORMANCE PLAN
Department of Corrections

MISSION

The mission of the Department of Corrections (DOC) is to provide a safe, secure, orderly and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in custody meaningful rehabilitative opportunities for successful community reintegration.

SUMMARY OF SERVICES

The DOC operates the Central Detention Facility (CDF) and houses inmates in the Correctional Treatment Facility (CTF) through a contract with the Corrections Corporation of America; both facilities are accredited by the American Correctional Association (ACA). The department has contracts with three private halfway houses: Extended House, Inc.; Fairview; and, Hope Village. These are often used as alternatives to incarceration.

Like other municipal jails, 75 to 85 percent of inmates in DOC's custody have one or more outstanding legal matters that require detention, and median lengths of stay for released inmates are 31 days or less. Ninety-three percent of DOC's inmates are male. DOC also houses female inmates and a small number of juveniles charged as adults at the CTF.

Each facility offers inmates a number of programs and services that support successful community re-entry. These include: • Residential Substance Abuse Treatment (RSAT) • Re-entry Preparation (Re-Entry) • Institutional Work Details and Community Work Squads • Special Education (through the District of Columbia Public Schools (DCPS)), and • Adult Education and GED Preparation provided by DOC. American Correctional Association (ACA) and National Commission on Correctional Health Care (NCCHC) accredited comprehensive health and mental health services are provided through Unity Health Care (contractual) and the D.C. Department of Behavioral Health. In addition, inmates are provided personal adjustment and support services, such as food services, laundry, visitation, law library, grievance resolution, etc. DOC facilities operate twenty-four hours a day, 365 days a year.

PERFORMANCE PLAN DIVISION

- Agency Management Services
- Inmate Custody
- Inmate Services

AGENCY WORKLOAD MEASURES

Measure	FY 2012 Actual	FY 2013 Actual	FY 2014 YTD ¹
# of intakes	14,699	11,468	9,128
# of releases	15,319	11,651	9,302
Average daily population	2,589	2,311	2,096
Median length of stay	27 days	28 days	26 days

¹ As of June 30, 2014



Agency Management Services

SUMMARY OF SERVICES

Agency management services provide and maintain physical and technology infrastructure; planning; logistics; property management; transportation and operations support; administrative records keeping; human resources management, including recruitment and training; risk management; investigative services; accreditation process management; and the executive direction and legal support required to guide DOC operations.

OBJECTIVE 1: Improve Economy, Efficiency and Effectiveness of Agency Operations.

INITIATIVE 1.1: Implement Electronic Roster Management (In-Time).

DOC will more effectively manage staffing and overtime utilization at the CDF by implementing an electronic roster management system to replace the obsolete and ineffective paper based system. Phase I was completed by September 30, 2012. The system is currently being used for daily shift scheduling and master roster planning. In Phase II, In-Time will be integrated with the Biometric Time and Attendance application, TimeClock Plus, and PeopleSoft. DOC anticipates completing systems integration, data validation and user acceptance testing by September 30, 2014. Full user acceptance, training, and operational implementation is expected to be completed by **September 30, 2015**.

INITIATIVE 1.2: Re-Negotiate Federal Reimbursement Per-Diem.

Currently District taxpayers subsidize the housing of federal inmates at the rate of over \$20 per day; or, approximately \$4 million annually. DOC submitted a request for an adjusted per-diem that equitably reimburses the District but was denied an increase by the USMS. DOC will continue to work with federal stakeholders to negotiate a new rate by **September 30, 2015**.

INITIATIVE 1.3: Achieve ACA Re-Accreditation of Jail Operations.

DOC will successfully complete the re-accreditation of jail operations audit by ACA by **September 30, 2015** and be awarded ACA re-accreditation by **April 30, 2016**.

OBJECTIVE 2: Upgrade Workforce.

INITIATIVE 2.1: Immerse Staff in Training to Facilitate Positive Culture Change and Staff Development.

DOC is engaged in an initiative to provide staff at all levels the training required to facilitate and sustain a positive change in agency culture at all levels. This includes NIC facilitated basic training for supervisors and staff, training facilitated by the Moss Group in PREA, including compliance and sexual harassment prevention; and, other training as required. The anticipated result of the initiative is to establish culture aligned to DOC's stated values of Pride, Professionalism and Passion, which will enable DOC to achieve its vision of being a benchmark corrections agency. The NIC sponsored phase of training is expected to be completed by **September 30, 2015**.



KEY PERFORMANCE INDICATORS — *Agency Management Services*

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD²	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Federal Revenue Reimbursement Rate (Dollars Reimbursed divided by Dollars Billed)	99.79%	85%	99.81%	85%	85%	85%
Priority 1 Maintenance and Repair Completion Rate (Percent of priority 1 maintenance and repair requests completed within 8 hours)	70%	80%	91.54%	80%	80%	80%

² As of June 30, 2014



Inmate Custody

SUMMARY OF SERVICES

Inmate Custody - detains pretrial defendants and sentenced inmates safely and securely in an orderly manner and in accordance with constitutional requirements. This division performs the following three activities: 1. Institutional Security and Control - provides effective management of inmate population within a safe, secure and orderly environment. 2. Ancillary Support - provides transportation of inmates in safe, secure and cost effective manner. 3. Community Corrections - provides oversight and facilitates community support for pretrial inmates awaiting adjudication of charges and sentenced inmates re-entering the community.

OBJECTIVE 1: Foster Environment That Promotes Safety for Inmates, Staff, Visitors and the Community-at-Large.

INITIATIVE 1.1: Upgrade Surveillance Center Staffing.

With installation of an additional 250 plus cameras, thus doubling surveillance capability, additional storage capacity for surveillance feeds has been procured to ensure sufficient archiving of surveillance to support investigations. Additional Surveillance Center staffing will be required to support adequate monitoring of all surveillance feeds. This will create the infrastructure from which to mine and generate actionable intelligence. This is a mission critical initiative. A program enhancement requesting these staff will be submitted for consideration in the FY 2016 budget by **December 13, 2014**. Upon allocation of funds, this project will take 12 months to implement.

INITIATIVE 1.2: Expand Video Visitation.

DOC has piloted two satellite visitation centers in a recreation center and a public library with the cooperation of DPR and DCPL. Based upon the extremely positive responses from the community that have been received, DOC will establish two additional satellite visitation centers in the community by **April 30, 2015**. These locations will ideally be near residences of inmate families and friends so as to make the visitation experience as convenient as possible.

DOC will also explore the provision of remote visits with inmates via internet using personal workstations and laptops for future implementation. DOC will conduct a pilot test by **September 30, 2016**.

INITIATIVE 1.3: Implement OMS Upgrade.

DOC will upgrade the offender management system (OMS) to the new web based version with expanded capabilities and business process integration at the CDF. DOC will continue its transition from paper based processes to electronic processes where possible. Phase I core modules will be implemented by **June 30, 2015**. DOC anticipates completing this project by **September 30, 2016**.



OBJECTIVE 2: Provide Timely and Accurate Inmate Documents and Risk Assessments.

INITIATIVE 2.1: Train Staff to Conduct ReEntry Supportive Assessments.

DOC will train staff to conduct gender specific risk and needs assessments; and, develop case plans for local District inmates housed at the CDF and CTF. The pilot phase of the program will be completed by September 30, 2014. A functional program will be established by **September 30, 2015**.

INITIATIVE 2.2: Implement Electronic Content Management System for Inmate Records.

DOC will implement an electronic content management system to reduce the degree and extent of paper based workflow processes, and enable more rapid and efficient inmate records management by **September 30, 2016**. DOC will successfully award a contract to implement this project by **September 30, 2015**. This is expected to further improve the efficiency and effectiveness of records operations.

Completion Date: September 30, 2015.



KEY PERFORMANCE INDICATORS — *Inmate Custody*

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD³	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Inmate on Inmate Assault Rate (Assaults per 10,000 inmate-days)	1.13	1.0	1.08	0.8	0.6	0.6
Inmate on Staff Assault Rate (Assaults per 10,000 inmate-days)	0.27	1.0	0.35	0.75	0.75	0.75
Percent of Disciplinary Reports Adjudicated as Charged	72.90%	85.00%	28.80%	80%	80%	80%
Percent of Inmate on Staff Assaults resulting in requests for criminal prosecution annually ⁴	N/A	N/A	77.00%	65%	65%	65%
Percent of Contraband Seizures resulting in requests for criminal prosecution annually ⁵	N/A	N/A	47%	40%	42%	45%
Delayed Release Rate	0.01%	0.35%	0.02%	0.35%	0.35%	0.35%
Erroneous Release Rate	0.02%	0.02%	0.00%	0.06%	0.05%	0.05%
Inmates served by video-visitation program (CDF)	49.18%	50.00%	48.71%	50.00%	50.00%	50.00%

³ As of June 30, 2014

⁴ Since the time this metric was first reported the number of incidents have decreased, however the severity of incidents is such that most merit forwarding for prosecution. Successful prosecution tends to damp both incidence and severity of assaults, therefore the projections in out-years have been downward adjusted from FY 2013 actuals.

⁵ DOC is changing the metric to reflect the part of the process controlled by DOC, the referral for prosecution.



Inmate Services

SUMMARY OF SERVICES

Inmate Services - provides services necessary to ensure humane, hygienic and constitutionally mandated care of inmates. Division performs following three activities: 1. Inmate Personal Services - provides for inmates personal needs and ensures each service is provided in a timely, accurate and efficient manner. 2. Inmate Adjustment and Development Support - facilitates adjustment to institutional custody and provides inmates with opportunities for personal development. 3. Inmate Health Services – provides inmates American Correctional Association and National Commission on Correctional Healthcare (dually) accredited levels of health and mental health services.

OBJECTIVE 1: Improve Inmate Education, Job Skill Levels, and Facilitate Successful Community Re-integration.

INITIATIVE 2.1: Implement Jail Based Mobile Library Program to Serve Inmates.

DOC will work with DCPL and community service providers/volunteers to implement a mobile cart based library program for inmates.

DOC will implement a pilot by April 30, 2015.

OBJECTIVE 2: Maintain/Improve Inmate Physical and Mental Health.

INITIATIVE 2.1: Secure New Contract for Inmate Health Services.

The DOC will work with OCP to award a new inmate health services contract by **April 30, 2015** to provide comprehensive health and mental health care services at the CDF, Correctional Treatment Facility (CTF), and Central Cell Block (CCB).

Completion Date: April 30, 2015

INITIATIVE 2.2: Create Additional Suicide Resistant Cells at CDF and CCB.

DOC will retrofit selected cells at both the CDF and the CCB to accommodate housing inmates who have been identified as at risk for suicide in an environment designed to minimize successful suicide attempts. Several prototype cells have already been constructed and piloted. **DOC expects to complete 40 cells by September 30, 2015.**

INITIATIVE 2.3 Implement Mental Health Step Down Unit at the CDF.

DOC will work with its Inmate Health Services provider and the Department of Behavioral Services (DBH) to implement a mental health step down unit to better care for persons who would benefit from a treatment community environment before transitioning to appropriate correctional housing. DOC will submit an enhancement proposal for consideration by **December 13, 2014** for the FY 2016 budget. Subject to funding approval, **DOC will implement this by September 30, 2016.**

INITIATIVE 2.4 Achieve NCCHC Re-Accreditation.

DOC will work with its Inmate Health Services Provider to successfully achieve NCCHC re-accreditation of Inmate Health Services by **April 30, 2015.**



OBJECTIVE 3: Support DC Sustainability Initiatives.

INITIATIVE 3.1: Provide a Higher Proportion of Local Foods as a Part of Meals Served. (Sustainable DC Food Action 3.6).

Pursuant to the Sustainable DC Plan, the District has a goal to develop the local food industry into a strong and viable economic sector. Specifically, by 2032 the District hopes to produce or obtain 25% of food within a 100-mile radius. The Department of Corrections spends approximately \$4.2 million on food services each year. By participating in this program, the DOC has an opportunity to help the local food industry, provide healthy food options for inmates, and meet the District's Sustainable DC goal. In FY2015, DOC will work with the Office of Contracting and Procurement (OCP), Office of Planning (OP), and other District agencies to research best practices and the feasibility of implementing a District program for the procurement of local foods. **This groundwork will be completed by September 30, 2015.**

INITIATIVE 3.2: Implement Recycling Program at the Central Detention Facility Including Eliminating Use of Styrofoam Food Service and Beverage Containers (Sustainable DC Waste Action 1.3).

Pursuant to the Sustainable DC Plan, the District has enacted legislation to prohibit the use of Styrofoam based food service and beverage containers by September 2016. DOC will work with its Food Services provider to fully implement this initiative to eliminate the use of Styrofoam food service trays and utilize biodegradable food service containers and single use utensils. **A phased plan to become fully compliant with the new legislation will be completed by September 30, 2015.**



KEY PERFORMANCE INDICATORS — *Inmate Services*

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD⁶	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Inmates served by re-entry program annually	182	200	146	200	200	200
Inmates served by educational programs or receiving educational counseling services	486	500	343	NA	NA	NA ⁷
Percent of Inmates who passed GED exams ⁸	53.57%	55%	70%	60%	60%	60%
Inmates served by DCPS ⁹	N/A	17	15	17	16	15
Percent of inmates released to community with required medications	90.36%	90%	90.84%	90%	90%	90%
Inmate Pharmaceuticals Expenditure Variance	10%	14%	10%	10%	10%	10%
Inmates served by substance abuse treatment program annually	404	300	233	N/A	N/A	N/A
Inmates served by RSAT annually ¹⁰	N/A	200	233	210	210	210

⁶ As of June 30, 2014

⁷ This has been discontinued and is no longer tracked in KPI.

⁸ Projections are slightly higher in out-years based on the assumption that DOC will be authorized for an additional GED instructor.

⁹ The slight downward projection in the out-years reflects declining inmate population.

¹⁰ This is an annual metric that reflects the distinct count of inmates (unique persons) who were served by the Residential Substance Abuse Treatment (RSAT) Program.



Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD⁶	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of unresolved inmate grievances outstanding more than 30 days ¹¹	238	200	225	200	200	200

¹¹ In response to inmate advocate requests DOC now reports total unresolved grievances, both IGP (Inmate Grievance Process), and IRC (Informal Resolution Complaints) outstanding more than 30 days.

Attachment 22b

Attachment 22b: FY15 Performance Assessments

Agency Management Services Program

OBJECTIVE 1: Improve Economy, Efficiency and Effectiveness of Agency Operations.

INITIATIVE 1.1: Implement Electronic Roster Management (In-Time).

DOC will more effectively manage staffing and overtime utilization at the CDF by implementing an electronic roster management system to replace the obsolete and ineffective paper based system. Phase I was completed by September 30, 2012. The system is currently being used for daily shift scheduling and master roster planning. In Phase II, In-Time will be integrated with the Biometric Time and Attendance application, TimeClock Plus, and PeopleSoft. DOC anticipates completing systems integration, data validation and user acceptance testing by September 30, 2014. Full user acceptance, training, and operational implementation is expected to be completed by **September 30, 2015**.

Performance Assessment Key: Partially Achieved.

- DOC integrated and tested its electronic roster management software, InTime, with its biometric time and attendance (T&A) application and associated biometric timeclock machines. It developed user-reports to monitor and manage T&A compliance. A system upgrade and integration with District's HR application-PeopleSoft is to be re-scheduled per the Office of the Chief Technology Officer's (OCTO's) resource availability in FY16. The Electronic Roster Management System is partially achieved.

INITIATIVE 1.2: Re-Negotiate Federal Reimbursement Per-Diem.

Currently District taxpayers subsidize the housing of federal inmates at the rate of over \$20 per day; or, approximately \$4 million annually. DOC submitted a request for an adjusted per-diem that equitably reimburses the District but was denied an increase by the USMS. DOC will continue to work with federal stakeholders to negotiate a new rate by **September 30, 2015**.

Performance Assessment Key: Fully Achieved.

- For the past several years the District taxpayers have subsidize the housing of federal inmates at the rate of over \$20 per day; or, approximately \$4 million annually. DOC previously submitted a request for an adjusted per-diem that equitably reimburses the District, but was denied an increase by the USMS. DCDOC committed for FY15 to continue to work with federal stakeholders to negotiate a new rate by September 30, 2015. On August 24, 2015, the federal billing per diem was re-negotiated from \$106.62 to a new rate of \$122.28 between the US Marshals and DC Department of Corrections. DOC is awaiting the final executed modification. The initiative is 100% achieved.

INITIATIVE 1.3: Achieve ACA Re-Accreditation of Jail Operations.

DOC will successfully complete the re-accreditation of jail operations audit by ACA by **September 30, 2015** and be awarded ACA re-accreditation by **April 30, 2016**.

Performance Assessment Key: Fully Achieved.

On October 5-7, 2015, the Central Detention Facility (CDF) welcomed the American Correctional Association (ACA) auditors to conduct the CDF's second re-accreditation audit. Upon completion of the audit, the ACA team provided an overview of their findings that included the score and their recommendation for the CDF to be reaccredited. The auditors complimented DOC for staff professionalism, the inmates' apparent satisfaction with their environment, facility cleanliness, and the low noise level of the facility. They observed that for a facility of the CDF's size and age it appeared to be well maintained. The ACA auditors provided the DOC with a score of 100% compliance with 59 Mandatory Standards and 97.9% compliance with 281 Non-Mandatory Standards. The official reaccreditation will be awarded after a hearing by the Commission on Accreditation for Corrections at the January Winter Conference scheduled to take place in New Orleans, LA. This initiative was 100% achieved.

OBJECTIVE 2: Upgrade Workforce.

INITIATIVE 2.1: Immerse Staff in Training to Facilitate Positive Culture Change and Staff Development.

DOC is engaged in an initiative to provide staff at all levels the training required to facilitate and sustain a positive change in agency culture at all levels. This includes NIC facilitated basic training for supervisors and staff, training facilitated by the Moss Group in PREA, including compliance and sexual harassment prevention; and, other training as required. The anticipated result of the initiative is to establish culture aligned to DOC's stated values of Pride, Professionalism and Passion, which will enable DOC to achieve its vision of being a benchmark corrections agency. The NIC sponsored phase of training is expected to be completed by **September 30, 2015**.

Performance Assessment Key: Fully Achieved.

In response to the prevention, detection and investigation of disciplinary sanctioning of harassment, and improving overall workplace environment, DOC has worked with its partners to evaluate and assess current policies, procedures, and practices. This effort has involved assessment and recommendations. This process identified themes and areas of focus. The agency developed and implemented a Communication Plan; the process allowed for stakeholder participation. The variety of meetings provided an opportunity for feedback, sharing, insights and an outlet for asking questions to support the ongoing short and long term planning work around the prevention, detection, and responses to sexual harassment and retaliation within DOC. DOC's Strategic Planning process allowed for the development of a Respectful Workplace Support Team and workgroups formed for the sole focus of focusing on recommendation outlines from the initial assessment report. Based on the data gather from the assessment report DOC was able to develop targeted training that addressed professional boundaries, effective Supervisory Response, Personal and Professional Pathways, and training on Cultural Diversity and Awareness and Supervising LGBTI Inmates. The agency will continue phase II of this important work in FY16. This initiative is 100% achieved for FY 2015.

OBJECTIVE 1: Foster Environment That Promotes Safety for Inmates, Staff, Visitors and the Community-at-Large.

INITIATIVE 1.1: Upgrade Surveillance Center Staffing.

With installation of an additional 250 plus cameras, thus doubling surveillance capability, additional storage capacity for surveillance feeds has been procured to ensure sufficient archiving of surveillance to support investigations. Additional Surveillance Center staffing will be required to support adequate monitoring of all surveillance feeds. This will create the infrastructure from which to mine and generate actionable intelligence. This is a mission critical initiative. A program enhancement requesting these staff will be submitted for consideration in the FY 2016 budget by **December 13, 2014**. Upon allocation of funds, this project will take 12 months to implement.

 **Performance Assessment Key: Fully Achieved.**

DOC has met 85% of the hiring goal and is now reviewing applicants for the Monitoring Specialist's position with intentions of offering the position before November 30, 2015. The initiative is 100% achieved for FY 2015.

INITIATIVE 1.2: Expand Video Visitation.

DOC has piloted two satellite visitation centers in a recreation center and a public library with the cooperation of DPR and DCPL. Based upon the extremely positive responses from the community that have been received, DOC will establish two additional satellite visitation centers in the community by **April 30, 2015**. These locations will ideally be near residences of inmate families and friends so as to make the visitation experience as convenient as possible.

DOC will also explore the provision of remote visits with inmates via internet using personal workstations and laptops for future implementation. DOC will conduct a pilot test by **September 30, 2016**.

 **Performance Assessment Key: Fully Achieved.**

DOC expanded satellite visitation sites from two to four, with the addition of Anacostia Neighborhood Library and the Bald Eagle Recreation Center. Both new facilities are located in Ward 8. DCPL added a second site at their Anacostia Neighborhood Library where visitation is being offered one day a week to start with a second day planned for the near future. DPR has added a second location at their Bald Eagle Recreation Center. Equipment installation has been completed and visitation schedules set. DOC will revisit pilot testing after it implements an OMS upgrade. This initiative is 100% achieved for FY 2015.

INITIATIVE 1.3: Implement OMS Upgrade.

DOC will upgrade the offender management system (OMS) to the new web based version with expanded capabilities and business process integration at the CDF. DOC will continue its transition from paper based processes to electronic processes where possible. Phase I core modules will be implemented by **June 30, 2015**. DOC anticipates completing this project by **September 30, 2016**.

 **Performance Assessment Key: Not Achieved.**

DOC has a continued desire to upgrade the agency's legacy offender management system (OMS) to a new version with expanded capabilities and business process integration at the CDF. The

initiative will provide an information infrastructure and technology backbone that better supports agency business processes on an enterprise level. It will also support the District's desire for green and sustainable processes by providing a platform that better supports electronic documents. DOC originally anticipated that the project would be completed by September 30, 2016. However, due to the cancellation of the original contract, the OMS project is being re-competed and the upgrade is only 10% complete. The initiative is not achieved.

OBJECTIVE 2: Provide Timely and Accurate Inmate Documents and Risk Assessments.

INITIATIVE 2.1: Train Staff to Conduct ReEntry Supportive Assessments.

DOC will train staff to conduct gender specific risk and needs assessments; and, develop case plans for local District inmates housed at the CDF and CTF. The pilot phase of the program will be completed by September 30, 2014. A functional program will be established by **September 30, 2015**.

 **Performance Assessment Key: Fully Achieved.**

DOC trained staff to conduct gender specific risk and needs assessments; and, developed case plans for local District inmates housed at the CDF and CTF. The agency's target implementation date was September 30, 2015. The agency undertook a policy review and update process in preparation for this new initiative. Case Managers and RSAT Clinicians were trained by Northpointe to conduct risk and needs assessments using COMPAS in FY 2014. During FY 2015 case managers at CDF and RSAT clinicians received refresher training on the software as DOC phased in the use of COMPAS as a risk and needs assessment tool. This initiative is 100% achieved.

INITIATIVE 2.2: Implement Electronic Content Management System for Inmate Records.

DOC will implement an electronic content management system to reduce the degree and extent of paper based workflow processes, and enable more rapid and efficient inmate records management by **September 30, 2016**. DOC will successfully award a contract to implement this project by **September 30, 2015**. This is expected to further improve the efficiency and effectiveness of records operations.

 **Performance Assessment Key: Not Achieved.**


The Electronic Content Management (ECM) System for Inmate Records, is "on hold." This project could not be implemented as specified, because the Offender Management System upgrade that serves as the technology infrastructure for the ECM system was not completed as scheduled. It is expected that the ECM requirements will be incorporated into the recently revised Offender Management System upgrade project. The project is not achieved.

Inmate Services Program

OBJECTIVE 1: Improve Inmate Education, Job Skill Levels, and Facilitate Successful Community Re-integration.

INITIATIVE 2.1: Implement Jail Based Mobile Library Program to Serve Inmates.

DOC will work with DCPL and community service providers/volunteers to implement a mobile cart based library program for inmates. DOC will implement a pilot by **April 30, 2015**.

 **Performance Assessment Key: Fully Achieved.**

To enhance learning opportunities for inmates housed at the D.C. Jail, the Department has partnered with the D.C. Public Library (DCPL) to offer access to books and other reading materials via a new mobile library. DOC target implementation date was April 30, 2015. In preparation for the new program, the agency undertook a review and update of applicable policies and procedures. Additionally, the agency conducted pilot studies and town halls meeting with inmates. These processes served as a forum to introduce and gauge the interest of the agency's inmate population to the new program offering. As a department, DOC is very excited about this initiative which serves to strengthen and expand educational resources for the men and women in our custody. The official implementation date was on February 23, 2015 and the initiative is fully achieved.

OBJECTIVE 2: Maintain/Improve Inmate Physical and Mental Health.

INITIATIVE 2.1: Secure New Contract for Inmate Health Services.

The DOC will work with OCP to award a new inmate health services contract by **April 30, 2015** to provide comprehensive health and mental health care services at the CDF, Correctional Treatment Facility (CTF), and Central Cell Block (CCB).

Performance Assessment Key: Fully Achieved.

The DCDOC worked with OCP and the Council of the District of Columbia to successfully award a new comprehensive health and mental health care services contract that is metrics driven and supports evidence based practices. It serves inmates at the Central Detention Facility (CDF), Correctional Treatment Facility (CTF), DOC Halfway House Inmates (through community clinics) and arrestees through the Central Cell Block (CCB) Clinic. A sole source contract was awarded to the incumbent, Unity Health Care for 1 base year with two option years. The current period of performance is from base year, October 1, 2015 through September 30, 2016. The initiative is fully achieved.

INITIATIVE 2.2: Create Additional Suicide Resistant Cells at CDF and CCB.

DOC will retrofit selected cells at both the CDF and the CCB to accommodate housing inmates who have been identified as at risk for suicide in an environment designed to minimize successful suicide attempts. Several prototype cells have already been constructed and piloted. DOC expects to complete 40 cells by **September 30, 2015**.

Performance Assessment Key: Fully Achieved.

DC DOC retrofitted 40 existing cells to create 40 suicide resistant cells in CDF. This was completed by October 30, 2014. The initiative is 100% achieved.

INITIATIVE 2.3 Implement Mental Health Step Down Unit at the CDF.

DOC will work with its Inmate Health Services provider and the Department of Behavioral Services (DBH) to implement a mental health step down unit to better care for persons who would benefit from a treatment community environment before transitioning to appropriate correctional housing. DOC will submit an enhancement proposal for consideration by **December 13, 2014** for the FY 2016 budget. Subject to funding approval, DOC will implement this by **September 30, 2016**.



Performance Assessment Key: Fully Achieved.

Development of the Mental Health Step Down Unit (MHSDU) is currently underway. Inmate Custody, Unity Health Care, OHSA, and Operations will meet the week of November 9th to review proposed mission, concrete goals, and unit placement. DOC would like to open MHSDU in January 2016. This is considered 100% achieved for FY 2015.

INITIATIVE 2.4 Achieve NCCHC Re-Accreditation.

DOC will work with its Inmate Health Services Provider to successfully achieve NCCHC re-accreditation of Inmate Health Services by **April 30, 2015**.



Performance Assessment Key: Fully Achieved.

Both the CDF and CTF successfully received NCCHC re-accreditation in 2015, with 100% compliance of standards. The initiative was fully achieved.

OBJECTIVE 3: Support DC Sustainability Initiatives.

INITIATIVE 3.1: Provide a Higher Proportion of Local Foods as a Part of Meals Served. (Sustainable DC Food Action 3.6).

Pursuant to the Sustainable DC Plan, the District has a goal to develop the local food industry into a strong and viable economic sector. Specifically, by 2032 the District hopes to produce or obtain 25% of food within a 100-mile radius. The Department of Corrections spends approximately \$4.2 million on food services each year. By participating in this program, the DOC has an opportunity to help the local food industry, provide healthy food options for inmates, and meet the District's Sustainable DC goal. In FY2015, DOC will work with the Office of Contracting and Procurement (OCP), Office of Planning (OP), and other District agencies to research best practices and the feasibility of implementing a District program for the procurement of local foods. This groundwork will be completed by **September 30, 2015**.



Performance Assessment Key: Fully Achieved.

The Sustainable DC Food Action 3.6 "local food as part of meals served" is not applicable to the DCDOC at this time because there are no growers/suppliers currently in the District to meet this mandate. DOC's Food Services provider, Aramark, conducts high volumes of business with suppliers in Maryland and Virginia to partially (75-80%) comply by January 1, 2016. Going forward DOC is on track to contribute to the District's overall goal of obtaining 25% of food within a 100 mile radius of DOC. This initiative is fully achieved for FY 2015.

INITIATIVE 3.2: Implement Recycling Program at the Central Detention Facility Including Eliminating Use of Styrofoam Food Service and Beverage Containers (Sustainable DC Waste Action 1.3).

Pursuant to the Sustainable DC Plan, the District has enacted legislation to prohibit the use of Styrofoam based food service and beverage containers by September 2016. DOC will work with its Food Services provider to fully implement this initiative to eliminate the use of Styrofoam food service trays and utilize biodegradable food service containers and single use utensils. A phased plan to become fully compliant with the new legislation will be completed by **September 30, 2015**.



Performance Assessment Key: Partially Achieved.

Both the Central Detention Facility and the Correctional Treatment Facility are on track to eliminate Styrofoam by January 1, 2016. The Department is about 80% completed with the implementation plan which is tentatively scheduled to go online December 1, 2015 and fully achieved by January 1, 2016. The initiative was partially completed for FY 2015, but on track for full compliance with the law by January 1, 2015.

- 23. Please provide a copy of your agency's FY16 performance plan as submitted to the Office of the City Administrator.**

Please see Attachment 23 for DOC's FY16 performance plan as submitted to the Office of the City Administrator.

Attachment 23



FY 2016 PERFORMANCE PLAN

Department of Corrections

MISSION

The mission of the Department of Corrections (DOC) is to provide a safe, secure, orderly and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in custody meaningful rehabilitative opportunities for successful community reintegration.

SUMMARY OF SERVICES

The DOC operates the Central Detention Facility (CDF) and houses inmates in the Correctional Treatment Facility (CTF) through a contract with the Corrections Corporation of America; both facilities are accredited by the American Correctional Association (ACA). The department has contracts with three private halfway houses: Extended House, Inc.; Fairview; and, Hope Village. These are often used as alternatives to incarceration.

Like other municipal jails, 75 to 85 percent of inmates in DOC's custody have one or more outstanding legal matters that require detention, and median lengths of stay for released inmates are 31 days or less. Ninety-three percent of DOC's inmates are male. DOC also houses female inmates and a small number of juveniles charged as adults at the CTF.

Each facility offers inmates a number of programs and services that support successful community re-entry. These include: • Residential Substance Abuse Treatment (RSAT) • Re-entry Preparation (Re-Entry) • Institutional Work Details and Community Work Squads • Special Education (through the District of Columbia Public Schools (DCPS)), • Mobile Library Services provided through District of Columbia Public Libraries (DCPL) • Pre-Release Work Readiness Program Services provided through District of Columbia Department of Employment Services (DOES) with post-release linkages to Project Empowerment, and • Adult Education and GED Preparation provided by DOC. American Correctional Association (ACA) and National Commission on Correctional Health Care (NCCHC) accredited comprehensive health and mental health services are provided through Unity Health Care (contractual) and the D.C. Department of Behavioral Health. In addition, inmates are provided personal adjustment and support services, such as food services, laundry, visitation, law library, grievance resolution, etc. DOC facilities operate twenty-four hours a day, 365 days a year.

PERFORMANCE PLAN DIVISION

Agency Management Services
Inmate Custody
Inmate Services



AGENCY WORKLOAD MEASURES

Measure	FY 2013 Actual	FY 2014 Actual	FY 2015 YTD
# of intakes	11,468	11,245	8,130
# of releases	11,651	11,577	8,244
Average daily population	2,311	2041	1651
Median length of stay	28 days	23 days	21 days



Agency Management Services

SUMMARY OF SERVICES

Agency management services provide and maintain physical and technology infrastructure; planning; logistics; property management; transportation and operations support; administrative records keeping; human resources management, including recruitment and training; risk management; investigative services; accreditation process management; and the executive direction and legal support required to guide DOC operations.

OBJECTIVE 1: Improve Economy, Efficiency and Effectiveness of Agency Operations.

INITIATIVE 1.1: Achieve ACA Re-Accreditation of Jail Operations.

DOC will have an ACA re-accreditation audit conducted by October 7, 2015. The expected outcome is that DOC is reaffirmed by the American Correctional Association for its successful efforts in demonstrating application of best correctional practices and meeting all required national standards. This will help reinforce that DOC continues to take significant steps towards achieving its vision of being a benchmark corrections agency. DOC will be awarded ACA re-accreditation by **March 31, 2016**.

District Priority Area: A Safer, Stronger DC

District Priority: Make DC the safest big city in America

OBJECTIVE 2: Upgrade Workforce.

INITIATIVE 2.1: Sustain Culture Change through Public Safety Personnel Empowerment and Cultural Competences Development Training.

DOC will engage in phase II of the agency's organizational culture change initiative. The project aims is to empower public safety personnel, by providing training designed to develop and sustain positive organizational culture change. The training will focus on employee empowerment and cultural competence strategies. Continuous training in PREA, including compliance and sexual harassment prevention; respectful workplace and other training as required. The anticipated result of the initiative will create better staff performance, improve personnel and inmate interactions, further improve the overall safety of the detention environment, and establish a culture aligned to DOC's stated values of Pride, Professionalism and Passion. This will enable DOC to achieve its vision of being a benchmark corrections agency. DOC expects to see the impact of this initiative reflected in reduced rates of inmate on staff assaults and inmate on inmate assaults, and improved rate of contraband seizures referred for prosecution. Phase II of training is expected to be completed by **September 30, 2016**.

District Priority Area: A Safer, Stronger DC



District Priority Goal: Make DC the safest big city in America

KEY PERFORMANCE INDICATORS — *Agency Management Services*

Measure	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Federal Revenue Reimbursement Rate (Dollars Reimbursed divided by Dollars Billed)	94.3%	85%	98.06%	95%	95%	95%
Priority 1 Maintenance and Repair Completion Rate (Percent of priority 1 maintenance and repair requests completed within 8 hours)	71.6%	80%	91.6%	85%	87%	90%



Inmate Custody

SUMMARY OF SERVICES

Inmate Custody - detains pretrial defendants and sentenced inmates safely and securely in an orderly manner and in accordance with constitutional requirements. This division performs the following three activities: 1. Institutional Security and Control - provides effective management of inmate population within a safe, secure and orderly environment. 2. Ancillary Support - provides transportation of inmates in safe, secure and cost effective manner. 3. Community Corrections - provides oversight and facilitates community support for pretrial inmates awaiting adjudication of charges and sentenced inmates re-entering the community.

OBJECTIVE 1: Foster Environment That Promotes Safety for Inmates, Staff, Visitors and the Community-at-Large.

INITIATIVE 1.1: Implement a Community Open House

DOC will host a community open house. The purpose of the open house is to offer the community an opportunity to tour the facility and learn about programs and services offered to inmates housed at DOC facilities including reentry supportive programs. Additionally, DOC wants to inform and engage community stakeholders so they can contribute towards the successful reintegration efforts of returning citizens. The expected outcome of this initiative is greater awareness and better informed community stakeholders who will be able to mobilize resources over time to build and provide necessary community support capacity to serve returning citizens and their families. This is expected to be reflected over the long term in improved community safety metrics. The open house will be hosted by **May 30, 2016**.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC a model city for police-community relations

INITIATIVE 1.2: Implement Quarterly Town Halls for Inmates in Custody.

DOC will host quarterly town-halls for inmates who are in custody to increase awareness of community based programs and services that they can connect to upon release. The focus of the town-halls is to answer questions, address concerns, and provide an additional forum to educate and prepare inmates for community reentry. Additionally, DOC wants to inform and engage inmate stakeholders, and through them their families, so that returning citizens can have improved opportunities for successful community reintegration. The expected outcome of this initiative is greater awareness and better informed “eventually to be” returning citizens who will be able to avail of post-release community based resources to create a productive and law abiding life as valued members of the community. This is expected to be reflected over the long term in improved community safety metrics. DOC will host a town hall for inmates in each



quarter by **December 31, 2015; March 31, 2016, June 30, 2016** and **September 30, 2016** respectively.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Make DC a model city for police-community relations

KEY PERFORMANCE INDICATORS — *Inmate Custody*

Measure	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Inmate on Inmate Assault Rate (Assaults per 10,000 inmate-days)	1.2	1.2	1.08	1.2	1.1	1.0
Inmate on Staff Assault Rate (Assaults per 10,000 inmate-days)	0.4	0.8	0.22	0.3	0.3	0.3
Percent of Disciplinary Reports Adjudicated as Charged	85.0%	80.0%	50.0	60%	70%	80%
Percent of Inmate on Staff Assaults resulting in requests for criminal prosecution annually ¹	77%	65%	76%	65%	65%	65%

¹ Since the time this metric was first reported the number of incidents have decreased, however the severity of incidents is such that most merit forwarding for prosecution. Successful prosecution tends to damp both incidence



Measure	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Percent of Contraband Seizures resulting in requests for criminal prosecution annually ²	47%	40%	73%	40%	42%	45%
Delayed Release Rate	0.00%	0.35%	0.05%	0.10%	0.10%	0.10%
Erroneous Release Rate	0.00	0.06%	0.02%	0.03%	0.03%	0.03%
Inmates served by video-visitation program (CDF)	49.7%	50.0%	54.03%	50.0%	50.0%	50.0%

and severity of assaults; therefore the projections in out-years have been downward adjusted from FY 2013 actuals.

² DOC is changing the metric to reflect the part of the process controlled by DOC, the referral for prosecution.



Inmate Services

SUMMARY OF SERVICES

Inmate Services - provides services necessary to ensure humane, hygienic and constitutionally mandated care of inmates. Division performs following three activities: 1. Inmate Personal Services - provides for inmates personal needs and ensures each service is provided in a timely, accurate and efficient manner. 2. Inmate Adjustment and Development Support - facilitates adjustment to institutional custody and provides inmates with opportunities for personal development. 3. Inmate Health Services – provides inmates American Correctional Association and National Commission on Correctional Healthcare (dually) accredited levels of health and mental health services.

OBJECTIVE 1: Improve Inmate Education, Job Skill Levels, and Facilitate Successful Community Re-integration.

INITIATIVE 1.1: Increase Eligible Candidate Participation in the Pre-Release Work Readiness Program.

DOC will work with D.C. Department of Employment Services (DOES) to fully implement a Pre-release Work Readiness program. The program will provide critical pre-release employment services to inmates preparing for community release. Participants receive group instruction and individualized guidance with a focus on those skills needed to successfully enter the workforce upon release. Upon release to the community, participants and graduates will continue to be served through the Project Empowerment Program run by the DOES. Participants who complete the program are expected to be better prepared to seek and sustain employment that enhances their ability to achieve a productive community life for themselves and their families upon release. This initiative is expected to be completed by **September 30, 2016**.

District Priority Area: A Strong Economy for All

District Priority Goal: Reduce unemployment in Wards 7 and 8 by 35%

OBJECTIVE 2: Maintain/Improve Inmate Physical and Mental Health.

INITIATIVE 2.1: Implement Mental Health Step-Down Unit at the CDF.

DOC will work with its Unity Health Care, Incorporated, its Inmate Health Services provider; and, the Department of Behavioral Services (DBH) to implement a mental health step down unit to better care for persons who would benefit from a treatment community environment before transitioning to appropriate correctional housing. The step down unit will provide an additional much needed phase in the care continuum which ranges from Acute Mental Health Care to clinical management of mental illness in a general population setting. This will allow DOC to better address the needs of individuals in an appropriate care setting for the individual. This is expected to result in positive adjustment outcomes for individuals returning to non-mental health focused correctional housing because it provides them a safe, monitored and well supported



transitional environment and the necessary time to make the transition. It is also expected to have a positive outcome on institutional order. Individuals who are better prepared and well-adjusted to the expectations of correctional housing are better able to contribute to a calm operating environment for all. As a result of the mental health care and treatment provided at DOC, individuals are also expected to be better able to function in the community when they are released. DOC will implement this initiative by **September 30, 2016**.

District Priority Area: A Healthy Community

District Priority Goal: Promote Health Equity

INITIATIVE 2.2: Develop Jail-Based Domestic Violence Awareness and Support Services.

DOC will partner with the Office of Victims Services (OVS) and the Metropolitan Police Department (MPD) to identify and address the needs of both victims and perpetrators of violent and/ or domestic abuse crimes who are committed to DOC custody. DOC will work with District Agencies, volunteers, and providers to develop and offer appropriate programming for these inmates. DOC will also inform both victims and perpetrators of community based programs, services, and resources available to assist their community reintegration so that they may be able to sustain safe and productive law abiding lives in the community with knowledge of existing supports after they are released. Long term expected outcomes are reduced population of perpetrators of violent and/or domestic abuse crimes incarcerated at DOC, and reduced levels of domestic violence in the community. The first phase of this initiative, to identify needs will be completed by **June 30, 2016**.

District Priority Area: A Safer, Stronger DC

District Priority Goal: Reduce domestic and sexual violence, and improve outcomes for victims

OBJECTIVE 3: Support DC Sustainability Initiatives.

INITIATIVE 3.1: Provide a Higher Proportion of Local Foods as a Part of Meals Served. (Sustainable DC Food Action 3.6)

Pursuant to the Sustainable DC Plan, the District has a goal to develop the local food industry into a strong and viable economic sector. Specifically, by 2032 the District hopes to produce or obtain 25% of food within a 100-mile radius. The Department of Corrections spends approximately \$4.2 million on food services each year. By participating in this program, the DOC has an opportunity to help the local food industry, provide healthy food options for inmates, and meet the District's Sustainable DC goal. In FY2016, DOC will work with the Office of Contracting and Procurement (OCP), Office of Planning (OP), and other District agencies to research best practices



and the feasibility of implementing a District program for the procurement of local foods. This groundwork will be completed by **September 30, 2016**.

District Priority Area: Sustainable Communities

District Priority Goal: Make the city the healthiest, greenest, and most livable city in the United States

INITIATIVE 3.2: Develop Recycling Program Implementation Plan for the Central Detention Facility, Including Eliminating Use of Styrofoam Food Service and Beverage Containers (Sustainable DC Waste Action 1.3).

Pursuant to the Sustainable DC Plan, the District has enacted legislation to prohibit the use of Styrofoam based food service and beverage containers by January 2016. DOC will work with its Food Services provider to fully implement this initiative to eliminate the use of Styrofoam food service trays and utilize biodegradable food service containers and single-use utensils to be fully compliant by January 2016 as required by law. DOC will also develop a comprehensive recycling plan that accounts for the collection, processing, and purchase of new products made from recyclable materials that allows for the proper disposal. DOC will be fully compliant with the law by **January 2016**.

District Priority Area: Sustainable Neighborhoods

District Priority Goal: Make the city the healthiest, greenest, and most livable city in the United States

KEY PERFORMANCE INDICATORS — *Inmate Services*

Measure	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Inmates served by re-entry program annually	191	180	158	180	180	180 ⁱ
Percent of Inmates who passed GED exams ³	62.5%	60%	33.0%	40%	50%	60%

³ Projections are slightly higher in out-years based on the assumption that DOC will be authorized for an additional GED instructor.



Measure	FY 2014 Actual	FY 2015 Target	FY 2015 YTD	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Inmates served by DCPS ⁴	17	17	15	17	16	15
Percent of inmates released to community with required medications	90.9%	90%	90.6%	90%	90%	90%
Inmate Pharmaceuticals Expenditure Variance	14%	10%	24%	15%	15%	15%
Inmates served by RSAT annually ⁵	293	180	339	300	300	300
Number of unresolved inmate grievances outstanding more than 30 days ⁶	266	200	11	15	15	15

ⁱ Lower target reflects drop in inmate population.

⁴ The slight downward projection in the out-years reflects declining inmate population.

⁵ This is an annual metric that reflects the distinct count of inmates (unique persons) who were served by the Residential Substance Abuse Treatment (RSAT) Program. Lower targets are proposed in out years to reflect drop in inmate population.

⁶ In response to inmate advocate requests DOC now reports total unresolved grievances, both IGP (Inmate Grievance Process), and IRC (Informal Resolution Complaints) outstanding more than 30 days.

24. Please provide the number of FOIA requests received for FY15 and FY16, to date. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, and the estimated number of hours spent responding to these requests.

FOIA INFORMATION	FY 2015	FY 2016 to Date
Number of requests	233	139
Number granted in whole	142	91
Number granted in part	4	4
Number denied	17	3
Number pending	5	15
Average response time	15 days	15 days
Estimated number of FTEs processing requests	2	2
Estimated hours spent responding to requests	2400	600

Note: Information sought in Item 24 does not represent a comprehensive disposition of FOIA requests received. To illustrate, in FY15, 5 requests were withdrawn, 23 were referred to another agency, and 37 were categorized as “other disposition,” which largely includes requests that were abandoned. These additional numbers account for the difference between the total number of requests received in FY 2015 and the FY 2015 disposition represented in the chart.

- 25. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared, or contracted for, during FY15 and FY16, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.**

In FY15, through the Department of General Services DOC conducted a study on the CDF roof to assess its condition and determine priority areas for replacement. From this assessment, it was determined that the majority of the entire roof was in need of replacement; however, the roof on the administrative side was in the worst condition. One of a few emergency repairs was completed in Dec. 2015. In the spring of 2016, a full tear off and replacement of the administration building's roof will be completed. That will be followed by a complete tear off and replacement of the North and South Wings of the facility in 2016. (See Attachment 25)

Attachment 25

March 28, 2015

Department of General Services
C/O Charles Floca
Capital Construction Division
1250 U Street NW, Floor 4
Washington, DC 20009

RE: Executive Summary of Roof Survey for DOC Central Detention Facility

Dear Mr. Floca,

Thank you for the opportunity to provide roof assessment, survey and preventative maintenance services for the DOC Central Detention Facility (DOC CDF) located at 1901 S Street SE Washington, DC. BLUEFIN was hired to inspect and document the roof condition, provide preventative maintenance on the roof and to develop of plan to move forward with sectional capital roof replacement that coincides with the mechanical upgrade schedule. BLUEFIN performed the roof inspections on March 18th, 19th and 23rd. Weather was cloudy, overcast and partly sunny with temperatures ranging between 35 degrees and 55 degrees. All roof sections were accessed including the armory and the guard tower. Below is a summary of our findings.

Methodology

This project applied BLUEFIN's Roof Express® roof management tool. Roof Express® is a geographic information system (GIS) based roof management tool that is used by BLUEFIN to develop a complete roof condition assessment database and generate a Roof Asset Management Plan (RAMP) for the installation. This program provides DGS with a roadmap for sound roof asset management. All roof data is accessible in an online roof management program that includes tools to implement the program on a day-to-day basis.

Findings

BLUEFIN provides both detailed and high-level assessments of each roof section. At the higher level, two metrics are determined to provide an overall understanding of roof condition and to guide the development of investment strategy to maximize roof performance at the lowest overall cost. The first of these metrics is the Roof Condition Score (RCS) which is an objective evaluation of the condition of the roof, the major roof components, the age of the roof and the performance of the roof based on leak history. The RCS provides an objective snapshot of roof condition that can be used to evaluate the relative condition of roofs across the entire installation and also to provide a benchmark of roof condition compared to other installations, or other building owners.

The second high-level metric is the Estimated Remaining Service Life (ERSL). The ERS is an estimate in years of the remaining life of the roof based on its current age and condition. The ERS is critical in terms of determining when roofs will need to be restored or replaced and it forms the basis of the capital budget for roof-related expenditures.

The following table provides a summary of the current roof types, along with RCS and ERS values for all DOC CDF roofs. CDF roofs are not in good condition and a capital replacement plan should be put in place immediately.

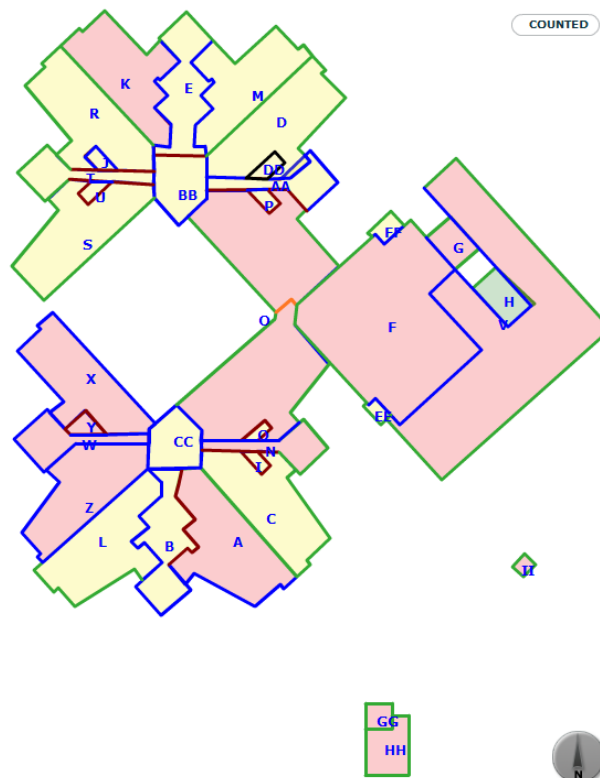


DOC CDF Roof Condition Summary					
Roof Type	Sections	Area	Avg. RCS	Avg. ERSL	% Total
Thermoset (EPDM)	3	1967	65	8.6	2.50%
Built-up-membrane	31	78569	61.5	5	97.40%
Modified Bitumen	1	119	48	3	0.10%
Total	35	80,655sqft	58	5.5	100%

Summary Recommendations

Over the next 2 years, all DOC CDF roofs will require replacement. The majority of the roofs on DOC CDF are saturated with water. This water has found its way into the roof assembly through the lack of preventative maintenance, damage that has occurred to the roof system by the large amount of foot traffic and the fact that the existing roof system has reached to the end of its useful service life. There are multiple roof sections across DOC CDF that leak every time it rains. These leaks are considered “legacy leaks” that have consistently leaked over the last few years. Any attempt to repair the leaks either fails or generates a new leak somewhere else.

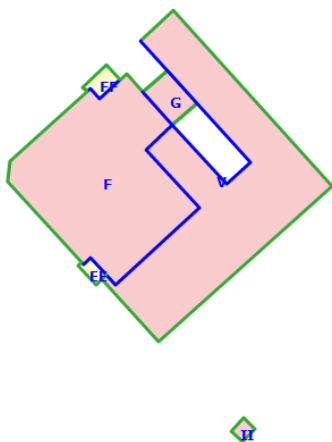
A Building Map with sections identified is attached below. There are 35 roof sections. The different colors of the roof map represent the Roof Condition Score range. Red roofs are bad, yellow roof are not good but not as bad as a red roof and green roofs are in good condition. All DOC CDF roofs are red or yellow except for one, section H.



There were 14 roof cores that were taken during the inspection on 7 different section. 6 of the cores were saturated to the point that water, from the roof assembly filled the core hole. 4 cores were damp to the touch and 2 cores where dry. Below are two samples of cores that that filled with water on sections D and V.



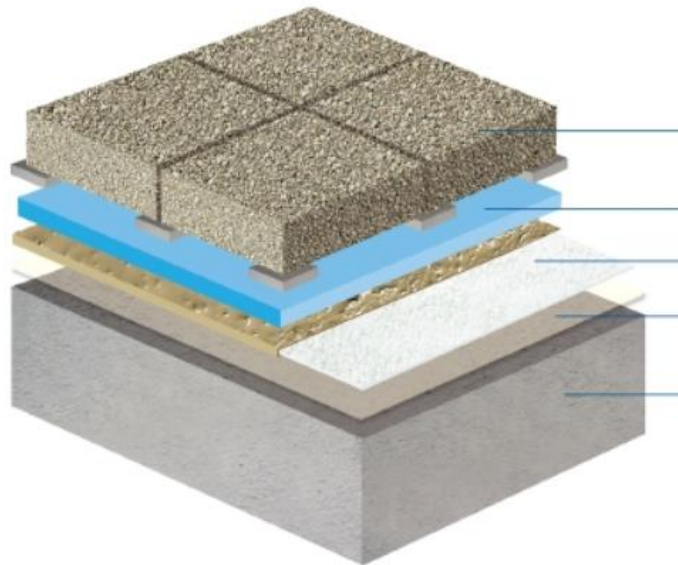
While performing preventative maintenance BLUEFIN identified 238 defects and permanently repaired 91 defects and temporarily repaired 15 defects. BLUEFIN is recommending sections F, V, G, II, FF & EE for immediate replacement. These sections are located in the administration wing of DOC CDF and represent roughly 22,000 sqft of roof area. The areas that we are recommending for immediate replacement are shown below.



Budget

Bluefin is recommending a few different budget options for CDF. The administration building roof is a very high traffic roof area. The new roof assembly should be capable of performing well in a high traffic areas.

There are three good options for a roof assembly capable of withstanding high traffic use. **The first** system is an IRMA (Inverted Roof Membrane Assembly). An IRMA roof consists of a membrane torched directly to the concrete deck and then covered with insulation and a paver system. This roof system is typically a very expensive roof but it also completely protects the membrane with concrete pavers. A detail of an IRMA is below. A budget number to use for an IRMA system is \$35-\$50 per sqft.



The second system is a 90 mil PVC installed over a durock over polyisocyanurate insulation. This system is a membrane roof system that is fully adhered to the concrete deck with welded seams. This roof system is not as expensive as the IRMA roof but will function well over its lifespan. A budget number for this system is between \$25 and \$30 / sqft

The third system is a 3 ply modified bitumen with a cap sheet over insulation. This roof system can function very well in high traffic areas. The granulated cap sheet will withstand the shock of impacts that typically occur in high traffic areas. A budget number for this type of roof system is similar to the 90 mil PVC which is between \$25-\$30 / sqft

Conclusion

All roof sections at DOC CDF should be scheduled for replacement. We are recommending the full removal and replacement of 6 roof sections as part of phase 1 of the re-roofing scope of work. Other phases of replacement will be designed and scheduled for re-roofing to coincide with the HVAC upgrades that are expected to occur between 2016 and 2017. The preventative maintenance that was performed during our survey and inspection should help the roofs perform more effectively until their replacement can be completed.

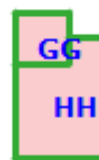
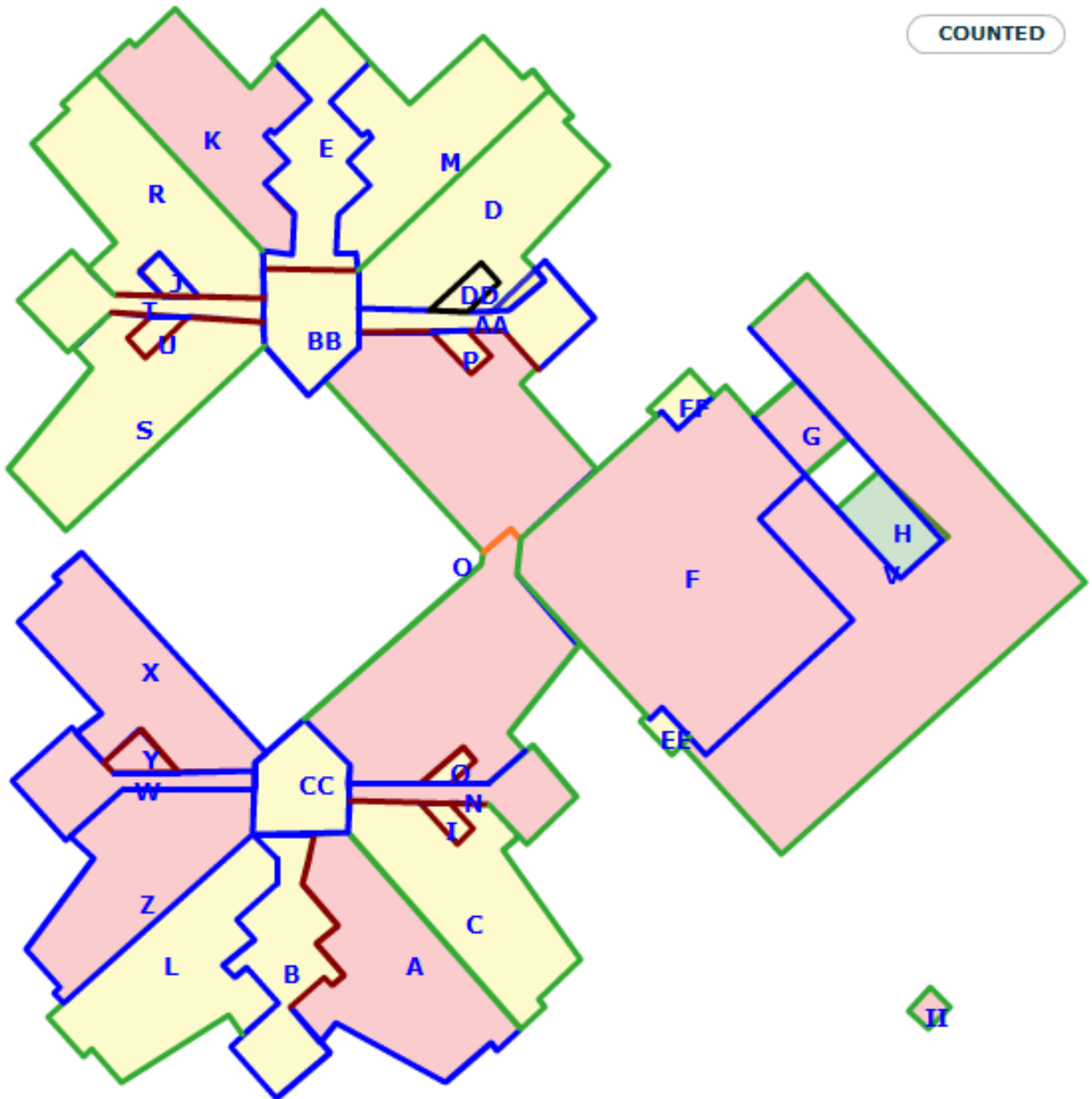
Respectfully Submitted,

Jeremiah Dancy

Vice President
BLUEFIN LLC

CC: Matt Berres – Department of Corrections: Facility Maintenance Manager

COUNTED



Personnel

1. **Please separately list each employee whose salary was \$100,000 or more in FY15 and FY16, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.**

Please see Attachment P1 for DOC response.

Attachment P1

Employees whose salaries were \$100,000 or more in FY15

Count	Posn Nbr	Name	Title	Prgm Code	Activity	Salary	Fringe - 28.9%	Overtime Pay	Bonus Pay
1	00071674	Pflaum,Mark	OPERATIONS RESEARCH ANALYST	110L	1110	101,860.00	29,437.54	-	-
2	00013628	Nagori,Binit V	INDUSTRIAL ENGINEER	145D	1145	104,752.00	30,273.33	-	-
3	00039573	Obebe,Oluwasegun G	Records Info and Privacy Ofc	110C	1110	104,752.00	30,273.33	-	-
4	00038316	Greene,James C	Educ. Program Administrator	520A	2520	107,990.07	31,209.13	-	-
5	00071665	Johnson,Lennard K	CORRECTIONAL INSTITUTION ADMN	605A	3605	108,150.00	31,255.35	-	-
6	00033118	Byrd-Gregory,Trina	Supvy Contract Administrator	150F	1150	110,000.00	31,790.00	-	-
7	00071687	Rehani,Rajiv	IT Specialist (Network)	145A	1145	110,172.00	31,839.71	620.13	-
8	00029051	Patten,Wanda R	Supv Criminal Investigator (IA	130J	1130	113,300.00	32,743.70	-	-
9	00071658	McCloskey,Karen	IT Spec. Database Mgmt.)	145A	1145	113,301.00	32,743.99	2,084.00	-
10	00002735	Hsu,Peilung	Supervisory IT Specialist	145A	1145	124,630.00	36,018.07	-	-
11	00026804	Townes,Desiree E	Human Resources Officer II	120A	1120	125,000.00	36,125.00	-	-
12	00005538	Suthar,Tejash Hemantkumar	Supervisory General Engineer	145D	1145	125,124.40	36,160.95	-	-
13	00016858	Lane,Sylvia Adele	Supervisory Public Affairs Spc	110K	1110	127,957.27	36,979.65	-	-
14	00009599	Lane,Latoya	CORRECTIONAL INSTITUTION ADMN	520O	2520	131,512.46	38,007.10	-	-
15	00015549	Chakraborty,Reena	Supervisory Statistician	110L	1110	131,512.46	38,007.10	-	-
16	00007270	Smith,William J	CORRECTIONAL INSTITUTION ADMN	605A	3605	133,900.00	38,697.10	-	-
17	00004200	Perry,Toni M	Deputy Director for Operations	110A	1110	138,000.00	39,882.00	-	-
18	00012401	Hudson-Beckham,Antoinette C	AGENCY FISCAL OFFICER	110H	1110	141,328.00	40,843.79	-	-
19	00029056	Booth,Quincy L	Deputy Director of Management	110A	1110	154,000.00	44,506.00	-	-
20	00042000	Amato,Maria Claudia t	SUPERVISOR ATTORNEY ADVISOR	110C	1110	164,439.50	47,523.02	-	-
21	00005935	Walker,Loretta A	CONTROLLER	120H	1120	166,176.00	48,024.86	-	-
22	00011949	Faust,Thomas N.	Dir., Dept. of Corrections	110A	1110	190,002.95	54,910.85	-	-
23	00008001	Mynett,Beth A.J.	Medical Officer (Administration)	530N	2530	198,000.00	57,222.00	-	-
AGENCY GRAND TOTAL						\$ 3,025,860.11	\$ 874,473.57	\$ 2,704.13	\$ -

Employees whose salaries were \$100,000 or more in FY16

Count	Posn Nbr	Name	Title	Prgm Code	Activity	Salary	Fringe - 27.9%	Overtime Pay	Bonus Pay
1	00008815	Shell,Denise A	Management Liaison Specialist	120A	1120	101,385.00	28,286.42	-	-
2	00009374	Thomas,Sallie D	ADMIN SPEC	110A	1110	101,385.00	28,286.42	-	-
3	00085829	Green,Betty J	Chaplain	520M	2520	101,385.00	28,286.42	-	-
4	00071662	Mittal,Manish	IT Specialist (Applic. Softwar	145A	1145	103,808.00	28,962.43	-	-
5	00071674	Pflaum,Mark	OPERATIONS RESEARCH ANALYST	110L	1110	104,916.00	29,271.56	-	-
6	00013628	Nagori,Binit V	INDUSTRIAL ENGINEER	145D	1145	107,895.00	30,102.71	-	-
7	00032420	Wang,Xusheng	IT Spec (Application Software)	145D	1145	109,665.00	30,596.54	-	-
8	00039573	Obebe,Oluwasegun G	Records Info and Privacy Ofc	110C	1110	110,874.00	30,933.85	-	-
9	00038316	Greene,James C	Educ. Program Administrator	520A	2520	111,229.77	31,033.11	-	-
10	00071665	Johnson,Lennard K	CORRECTIONAL INSTITUTION ADMN	605A	3605	111,394.50	31,079.07	-	-
11	00033118	Byrd-Gregory,Trina	Supvy Contract Administrator	150F	1150	113,300.00	31,610.70	-	-
12	00071687	Rehani,Rajiv	IT Specialist (Network)	145A	1145	113,477.00	31,660.08	-	-
13	00029051	Patten,Wanda R	Supv Criminal Investigator (IA	130J	1130	116,699.00	32,559.02	-	-
14	00071658	McCloskey,Karen	IT Spec. Database Mgmt.)	145A	1145	116,700.00	32,559.30	-	-
15	00087487	Stewart-Ponder,Gitana Y	Supervisory Equal Opportunity	160L	1160	120,000.00	33,480.00	-	-
16	00002735	Hsu,Peilung	Supervisory IT Specialist	145A	1145	128,368.90	35,814.92	-	-
17	00026804	Townes,Desiree E	Human Resources Officer II	120A	1120	128,750.00	35,921.25	-	-
18	00005538	Suthar,Tejash Hemantkumar	Supervisory General Engineer	145D	1145	128,878.13	35,957.00	-	-
19	00016858	Lane,Sylvia Adele	Supervisory Public Affairs Spc	110K	1110	131,795.99	36,771.08	-	-
20	00009599	Lane,Latoya	CORRECTIONAL INSTITUTION ADMN	520O	2520	135,457.83	37,792.73	-	-
21	00015549	Chakraborty,Reena	Supervisory Statistician	110L	1110	135,457.83	37,792.73	-	-
22	00007270	Smith,William J	CORRECTIONAL INSTITUTION ADMN	605A	3605	137,917.00	38,478.84	-	-
23	00004200	Perry,Toni M	Deputy Director for Operations	110A	1110	142,140.00	39,657.06	-	-
24	00012401	Hudson-Beckham,Antoinette C	AGENCY FISCAL OFFICER	110H	1110	145,568.00	40,613.47	-	-
25	00029056	Booth,Quincy L	Deputy Director of Management	110A	1110	158,620.00	44,254.98	-	-
26	00042000	Amato,Maria Claudia t	SUPERVISOR ATTORNEY ADVISOR	110C	1110	169,372.00	47,254.79	-	-
27	00005935	Walker,Loretta A	CONTROLLER	120H	1120	171,161.00	47,753.92	-	-
28	00011949	Faust,Thomas N.	Dir., Dept. of Corrections	110A	1110	195,703.04	54,601.15	-	-
29	00008001	Mynett,Beth A.J.	Medical Officer (Administration)	530N	2530	203,940.00	56,899.26	-	-
AGENCY GRAND TOTAL						\$ 3,757,242.99	\$ 1,048,270.79	\$ -	\$ -

2. **Please list in descending order the top 25 overtime earners in your agency in FY15 and FY16, to date. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.**

Please see Attachment P2 for DOC response.

Attachment P2

Top 25 overtime earners in in FY15

Count	Posn Nbr	Name	Title	Prgm Code	Activity	Salary	Fringe - 28.9%	Overtime Pay
1	00025775	Roots,Darrell L	CORRECTIONAL OFFICER	160D	1160	62,907.00	18,180.12	51,423.64
2	00022073	Miles,James R	CORRECTIONAL OFFICER	530L	2530	62,907.00	18,180.12	47,972.77
3	00025801	Allison,Keith	CORRECTIONAL OFFICER - LEAD	605C	3605	66,160.00	19,120.24	42,859.29
4	00000620	Haines,Eugenia	CORRECTIONAL OFFICER - LEAD	520I	2520	69,294.00	20,025.97	38,007.71
5	00001342	Bryan,Bernard D	CORRECTIONAL OFFICER - LEAD	605C	3605	66,160.00	19,120.24	36,138.12
6	00032967	Shand,Leroy A	LEAD CORRECTIONAL OFC	510L	2510	69,294.00	20,025.97	35,328.92
7	00016176	Armstead,Jonathan	CORRECTIONAL OFFICER - LEAD	605C	3605	63,026.00	18,214.51	34,613.07
8	00008090	Hull,Edwin A	CORRECTIONAL OFFICER - LEAD	605M	3605	67,727.00	19,573.10	33,899.76
9	00012413	Dixon,Sharon A.	CORRECTIONAL OFFICER	605M	3605	52,981.00	15,311.51	32,295.32
10	00020758	Floyd,Allison R	CORRECTIONAL OFFICER	510G	2510	62,907.00	18,180.12	31,963.58
11	00016283	Olubode,Matthew O	CORRECTIONAL OFFICER	605C	3605	52,981.00	15,311.51	31,925.00
12	00022163	Jenkins,Tyrone	CORRECTIONAL OFFICER - LEAD	605H	3605	69,294.00	20,025.97	31,280.56
13	00033778	Shank,Barbara J	CORRECTIONAL OFFICER	605C	3605	62,907.00	18,180.12	30,429.68
14	00027061	Trotter,Charles	CORRECTIONAL OFFICER	605F	3605	62,907.00	18,180.12	29,451.16
15	00033768	Hinton,Lowanda	CORRECTIONAL OFFICER	510L	2510	61,489.00	17,770.32	29,356.45
16	00021680	Aderinkola,Rufus O	CORRECTIONAL OFFICER - LEAD	605F	3605	63,026.00	18,214.51	28,817.96
17	00010031	Hairston,Warren K	CORRECTIONAL OFFICER	605C	3605	62,907.00	18,180.12	28,384.67
18	00021408	Teru,Olayinka	CORRECTIONAL OFFICER	605B	3605	52,981.00	15,311.51	27,395.58
19	00009296	Lattisaw,LaShawn T	CORRECTIONAL OFFICER	605F	3605	55,817.00	16,131.11	27,242.60
20	00045455	Ibeawuchi,Uchendu B	CORRECTIONAL OFFICER	605H	3605	57,235.00	16,540.92	27,144.63
21	00021383	Shikmut,Joseph D	CORRECTIONAL OFFICER	605B	3605	58,653.00	16,950.72	26,690.17
22	00077828	Oyebanjo,Bukola T	CORRECTIONAL OFFICER	605H	3605	46,760.00	13,513.64	26,643.96
23	00017069	Whitfield,Michael	CORRECTIONAL OFFICER - LEAD	605C	3605	63,026.00	18,214.51	26,491.92
24	00014693	Njau,Vincent	CORRECTIONAL OFFICER	605H	3605	52,981.00	15,311.51	25,714.77
25	00008605	Moton,Deborah A	CORRECTIONAL OFFICER - LEAD	605H	3605	63,026.00	18,214.51	25,334.83
AGENCY GRAND TOTAL						1,529,353.00	441,983.02	806,806.12

Top 25 overtime earners in in FY16

Count	Posn Nbr	Name	Title	Prgm Code	Activity	Salary	Fringe - 27.9%	Overtime Pay
1	00008794	Masi,Harcourt	CORRECTIONAL OFFICER - LEAD	605H	3605	69,759.00	19,462.76	33,671.83
2	00016176	Armstead,Jonathan	CORRECTIONAL OFFICER - LEAD	605C	3605	64,917.00	18,111.84	30,620.99
3	00020758	Floyd,Allison R	CORRECTIONAL OFFICER	605F	3605	64,797.00	18,078.36	27,213.41
4	00001342	Bryan,Bernard D	CORRECTIONAL OFFICER - LEAD	605C	3605	69,759.00	19,462.76	26,646.27
5	00000620	Haines,Eugenia	CORRECTIONAL OFFICER - LEAD	605C	3605	71,373.00	19,913.07	24,501.91
6	00026155	Motanya,Frederick A	LEAD CORRECTIONAL OFC	605C	3605	69,759.00	19,462.76	24,329.94
7	00022073	Miles,James R	CORRECTIONAL OFFICER	530J	2530	64,797.00	18,078.36	23,749.11
8	00025775	Roots,Darrell L	CORRECTIONAL OFFICER	160L	1160	64,797.00	18,078.36	23,157.83
9	00077866	Asekomhe,Umoru	CORRECTIONAL OFFICER	605H	3605	53,109.00	14,817.41	21,622.08
10	00077828	Oyebanjo,Bukola T	CORRECTIONAL OFFICER	605H	3605	53,109.00	14,817.41	21,594.52
11	00010653	Ezurike,Onyide Alaeto Ashey	CORRECTIONAL OFFICER - LEAD	605C	3605	71,373.00	19,913.07	21,366.54
12	00008605	Moton,Deborah A	CORRECTIONAL OFFICER - LEAD	605C	3605	64,917.00	18,111.84	20,926.95
13	00012413	Dixon,Sharon A.	CORRECTIONAL OFFICER	605H	3605	54,570.00	15,225.03	19,236.34
14	00045455	Ibeawuchi,Uchendu B	CORRECTIONAL OFFICER	605H	3605	58,953.00	16,447.89	19,014.60
15	00077861	Ogbeide,Ceaser A	CORRECTIONAL OFFICER	605H	3605	53,109.00	14,817.41	18,819.45
16	00011984	Dowery,Darrell L	CORRECTIONAL OFFICER - LEAD	605F	3605	69,759.00	19,462.76	18,448.53
17	00010907	Olibrun,Mariane	CORRECTIONAL OFFICER	605C	3605	48,164.00	13,437.76	18,393.57
18	00010697	Lapaix,Reny Teodoro	CORRECTIONAL OFFICER	605H	3605	56,031.00	15,632.65	18,091.93
19	00008090	Hull,Edwin A	CORRECTIONAL OFFICER - LEAD	605C	3605	71,373.00	19,913.07	18,057.45
20	00008945	Pam,Christian M	CORRECTIONAL OFFICER	605A	3605	57,492.00	16,040.27	18,039.54
21	00033778	Shank,Barbara J	CORRECTIONAL OFFICER	605H	3605	64,797.00	18,078.36	17,656.13
22	00033632	Drummond,James E	CORRECTIONAL OFFICER	530J	2530	64,797.00	18,078.36	17,515.73
23	00010397	King,Eric Lee	CORRECTIONAL OFFICER	605F	3605	64,797.00	18,078.36	17,434.88
24	00017069	Whitfield,Michael	CORRECTIONAL OFFICER - LEAD	605C	3605	64,917.00	18,111.84	17,078.49
25	00022763	Rowlette,Gerald M	CORRECTIONAL OFFICER - LEAD	605B	3605	71,373.00	19,913.07	16,998.63
AGENCY GRAND TOTAL						\$ 1,582,598.00	\$ 441,544.84	\$ 534,186.65

3. **Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.**

The agreements are tabulated below and attached.

Attachment P3.1 Collective Bargaining Agreement Between the District of Columbia D.C. Department of Corrections and the Fraternal Order of Police Department of Corrections Labor Committee	12/19/2002 – 9/30/ 2005
Attachment P3.2 Collective Bargaining Agreement Between the District of Columbia and Compensations Group 1 and 2	4/ 1/ 2013 – 9/ 30/2017
Attachment P3.3 Compensation Agreement Between the Office of the Attorney General and the American Federation of Government Employees Local 1403 AFL-CIO	10/1/13 – 9/30/2017
Attachment P3.4 Master Agreement Between the American Federation of State, County and Municipal Employees District Council 20, AFL- CIO and the District of Columbia	Effective through 9/30/2010

Attachment P3.1

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS
AND
FRATERNAL ORDER OF POLICE DEPARTMENT OF CORRECTIONS
LABOR COMMITTEE**

TABLE OF CONTENTS

ARTICLE		PAGE
	PREAMBLE	1
1	RECOGNITION	1
2	MANAGEMENT RIGHTS	2
3	EMPLOYEE RIGHTS	2
4	UNION SECURITY AND DUES DEDUCTION	4
5	UNION-MANAGEMENT MEETINGS	5
6	EQUAL EMPLOYMENT OPPORTUNITY	6
7	OFFICIAL TIME	6
8	USE OF OFFICIAL FACILITIES AND SERVICES	11
9	EMPLOYEE ROSTERS	12
10	GRIEVANCE PROCEDURE	12
11	DISCIPLINE (CORRECTIVE/ADVERSE ACTIONS)	19
12	LEAVE	22
13	TRAINING	25
14	HEALTH AND SAFETY	26
15	REDUCTION-IN-FORCE	30
16	UNIFORMS	31
17	DETAILS, TEMPORARY PROMOTIONS AND PAY IN HIGHER GRADE POSITIONS	32
18	DISTRIBUTION OF OVERTIME AND TOUR OF DUTY	33
19	MERIT STAFFING/PROMOTIONS	35

ARTICLE		PAGE
20	POSITION DESCRIPTIONS	36
21	PERSONNEL FILES	37
22	TRANSFERS AND INTER-INSTITUTIONAL ROTATIONS	37
23	RETIREMENT COUNSELING	37
24	DISTRIBUTION OF HEALTH BENEFIT BROCHURES	38
25	PERFORMANCE COUNSELING	38
26	PERFORMANCE RATING	38
27	NO STRIKE OR LOCKOUT	39
28	PROTECTED DISCLOSURE	39
29	DISTRIBUTION	40
30	LIABILITY	40
31	DRUG AND ALCOHOL SCREENING	40
32	WASH-UP TIME	41
33	CONTRACTING-OUT	41
34	INCENTIVE AWARD AND PERSONNEL ENTERPRISES COMMITTEE	41
35	SAVINGS CLAUSE	41
36	DURATION AND FINALITY OF AGREEMENT	42

PREAMBLE

Section 1: This Collective Bargaining Agreement is entered into between the District of Columbia Department of Corrections (Employer, Agency, Management or Department) and the Fraternal Order of Police Department of Corrections Labor Committee (Union).

Section 2: The parties to this Agreement hereby recognize that the collective bargaining relationship reflected in this Agreement is of mutual benefit and the result of good faith collective bargaining between the parties. Further, both parties agree to establish and promote a sound and effective labor-management relationship in order to achieve mutual understanding of practices, procedures and matters affecting conditions of employment and to continue working toward this goal.

Section 3: The parties hereto affirm without reservations the provisions of this Agreement and agree to honor and support the commitments contained herein. The parties agree to resolve whatever differences may arise between them through the avenues for resolving disputes agreed to herein.

Section 4: It is the intent and purpose of the parties hereto to promote and improve the efficiency and quality of services provided by the Department. Therefore, in consideration of the mutual covenants and promises contained herein, the Employer and the Union do hereby agree as follows:

ARTICLE 1 RECOGNITION

The Fraternal Order of Police/Department of Corrections Labor Committee has been designated by the employees in the unit described below as their preference for exclusive representative for the purpose of collective bargaining over terms and conditions of employment, including compensation, with the District of Columbia Department of Corrections.

UNIT:

“All employees of the D.C. Department of Corrections excluding managerial employees, confidential employees, supervisors, temporary employees, physicians, dentist and podiatrist, institutional residents (inmates) employed by the Department, or any employees employed in personnel work in other than a purely clerical capacity and employees engaged in administering provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978.”

ARTICLE 2
MANAGEMENT RIGHTS

Section 1: The Department and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Code § 1-618.8, provides that the Department shall retain the sole right, within applicable laws and rules and regulations:

- A. To direct employees of the agency;
- B. To hire, promote, transfer, assign, and retain employees in positions within the agency and to suspend, demote, discharge, or take other disciplinary action against employees for cause;
- C. To relieve employees of duties because of lack of work or other legitimate reasons;
- D. To maintain the efficiency of the District government operations entrusted to them;
- E. To determine the mission of the agency, its budget, its organization, the number of employees, and the number, types, and grades of positions of employees assigned to an organizational unit, work project, or tour of duty, and the technology of performing its work; or its internal security practices; and
- F. To take whatever actions may be necessary to carry out the mission of the District government in emergency situations.

All matters shall be deemed negotiable except those that are proscribed by the subchapter referenced at D.C. Code § 1-618.8. Negotiations concerning compensation are authorized to the extent provided in D.C. Code §1-618.16.

Section 2: The parties recognize that such management rights are beyond the scope of collective bargaining.

ARTICLE 3
EMPLOYEE RIGHTS

Section 1: The Department and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Code §1-618.6(a), provides that all employees shall have the right:

- A. To organize a labor organization free from interference, restraint, or coercion;

- B. To form, join, or assist any labor organization or to refrain from such activity; and
- C. To bargain collectively through representatives of their own choosing as provided in this subchapter.

Section 2: The Department and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Code §1-618.6(b), provides that:

Notwithstanding any other provision in this chapter, an individual employee may present a grievance at any time to his or her employer without the intervention of a labor organization: Provided, however, that the exclusive representative is afforded an effective opportunity to be present and to offer its view at any meetings held to adjust the complaint. Any employee or employees who utilize this avenue of presenting personal complaints to the employer may not do so under the name, or by representation, of a labor organization. Adjustments of grievances must be consistent with the terms of the applicable collective bargaining agreement. Where the employee is not represented by the union with exclusive recognition for the unit, no adjustment of a grievance shall be considered as a precedent or as relevant either to the interpretation of the collective bargaining agreement or to the adjustment of other grievances.

Section 3: The Department and the Union agree that employees have the right to participate in the management of the Union or acting as a representative of the Union.

Section 4: The terms of this contract do not preclude any employee from bringing matters of personal concern to the attention of the appropriate officials in accordance with applicable laws, regulations and procedures.

Section 5: It is understood that the employees in the bargaining unit shall have full protection of all articles of this Contract as long as they remain in the unit.

Section 6: Management shall not restrain, interfere with, coerce or discriminate against employees in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining, the prosecution of grievances, and labor-management cooperation, or upon duly designated employee representatives acting on behalf of an employee or group of employees within the bargaining unit.

Section 7: The Employer shall not take any action against bargaining unit employees in reprisal for exercising a right under this Agreement. This section does not modify or diminish management's rights to take personnel actions under applicable regulations, Department orders and other relevant articles in this Agreement.

ARTICLE 4
UNION SECURITY AND DUES DEDUCTIONS

Section 1: The terms and conditions of employment contained in this Agreement shall apply to all bargaining unit employees without regard to Union membership. Employees covered by this Agreement have the right to join or to refrain from joining the Union.

Section 2: Pursuant to D.C. Official Code Section 1-618.7, the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The dues check-off authorization may be cancelled by the employee at any time upon written notification to the Union and the Employer. When Union dues are cancelled, the Employer shall withhold a service fee without written authorization.

Section 3: The employee's authorization shall be forwarded to the Office of Labor Relations and Collective Bargaining (OLRCB) along with D.C. Form 277.

Section 4: Each employee's Union dues and service fees shall be transmitted to the union, minus 75 cents to the Office of Labor Relations and Collective Bargaining for the administrative cost associated with the collection of said dues and service fees.

Section 5: The Employer and the District Government as a whole shall be indemnified or otherwise held harmless for any errors or omissions in carrying out this Article.

Section 6: The service fees for bargaining unit employees who are not members of the union shall be equal to the proportionate share of the union's costs of negotiating and administering the collective bargaining agreement and adjusting the grievances and disputes of bargaining unit employees. The Union shall be solely responsible for providing notices to bargaining unit employees who are not members and for maintaining procedures consistent with the constitutional rights under Hudson v. Chicago Teachers Union and related cases. The Union will make notification in its Newsletter, website and do an annual mailing consistent with the Hudson requirements. Should the Union's annual Hudson plan result in any challenges or objections, the arbitration award shall establish the amount of service fees for non-member employees. The Union shall annually notify management of the pro-rata amount to be paid for service fees and the results of any arbitration award under Hudson should it result in a change in service fees payable by any unit member.

Section 7: Union membership shall not be a condition of employment.

ARTICLE 5
UNION-MANAGEMENT MEETINGS

Section 1: It is agreed that the Director and the Union shall meet every month or as otherwise agreed to by the parties to further labor-management cooperation as a standing Labor-Management Committee. The Labor-Management Committee shall be an entity distinguished from any Labor-Management Partnership Council created by the parties. The Union shall each select seven (7) members to serve on this Committee.

Section 2: It shall be the function of this Labor-Management Committee to discuss different points of view and exchange views on working conditions, terms of employment, matters of common interest or other matters that either party believes will contribute to improvements in the relations between them within the framework of this Agreement. It is understood that appeals, grievances or problems of individual employees shall not be a subject of discussion at these meetings. Other meetings of the Committee may be scheduled as the need arises upon mutual agreement of the parties.

Section 3: The Warden/Administrator along with designated staff representatives will meet monthly at each institution, facility and unit with three (3) Union representatives as a standing Labor-Management Partnership Committee to discuss and review common interests for promoting labor-management cooperation at the institutional level. Other meetings may be held when the need arises upon mutual agreement of the parties.

Section 4: The Department and the Union agree to exchange agendas of topics to be discussed at least five (5) days in advance of the date set for the meetings. If unusual circumstances or timeliness of events do not allow for discussion of items on the agenda submitted in advance of the meeting, the issues thus presented might either be discussed by both parties or tabled for later discussion by either party.

Section 5: The members of the standing Labor-Management Committee appointed by the Union shall be granted official time to attend the above conference when the conferences occur during the regular working hours of the employees. The Union shall notify the Department at least one (1) day in advance of any scheduled meeting if an alternate will attend in the absence of the appointed member.

Section 6: A brief summary of the matters discussed and any understanding reached will be prepared and recorded by the Employer and a recording along with a summary will be furnished to the Union before the next meeting.

Section 7: The Agency shall notify and provide the Union with the opportunity to bargain regarding new policies or procedures that are subject to the duty of bargaining before implementation.

ARTICLE 6
EQUAL EMPLOYMENT OPPORTUNITY

Section 1 – General Provisions: The Employer agrees that it will not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Neither party to this Agreement will discriminate against any employee with regard to race, color, religion, national origin, age, marital status, sexual orientation, sex, political affiliation, physical handicap, or as otherwise provided by law.

Section 2 – Equal Employment Practices: The Employer agrees to vigorously continue the implementation of its Equal Employment Opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed.

The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.

Section 3 – Discrimination Charges: Any charges of discrimination shall be presented to the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

ARTICLE 7
OFFICIAL TIME

Section 1 – Number of Representatives:

- A. Members of the Executive Board and Chief Shop Stewards shall be allowed up to four (4) hours per day to engage in representational activities as defined in Section 5, below. Requests for official time shall be made in accordance with the procedures in Section 4.
- B. Designated Union officials or stewards shall be provided a reasonable amount of official time to represent bargaining unit employees.

Section 2 – Designation of Representatives:

- A. The Union agrees to provide the Agency and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written listing of its officers and stewards along with a copy of its Constitution and by-laws. Those Union officers and stewards provided for in the Union's Constitution and by-laws shall be eligible for official time. The listing and changes thereto normally will be submitted to the Agency's Labor Relations Officer

or other designated official at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If an official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Agency head or his/her designee by phone or facsimile before the official will be recognized. The Agency will not recognize any official/representative who is not listed as required or for whom notification was not provided in accordance with this Section.

B. This Agreement shall not be interpreted in any manner which interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

C. The Union will be notified prior to any change in shift assignments of duly appointed stewards. The Union will also be notified prior to the organization of new shifts that would affect the members of the unit.

D. Employees required to appear at meetings and conferences at the request of District, U.S., or management officials, or pursuant to a request from the D.C. Council, D.C. Office of Personnel, the Office of Personnel Management or the U.S. Congress, shall not be charged annual leave for such purposes and shall be provided administrative leave to the extent consistent with law and regulation. The employee receiving such a request shall immediately notify the appropriate supervisor and, upon request, provide a copy of the request or other appropriate evidence of the request.

Section 3 – Performance Appraisals:

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her use of official time when conducting labor-management business authorized by this Article. However, it is understood that performance problems unrelated to the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, both workload and performance expectations will be adjusted to reflect actual use of official time. Additionally, the supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs, based upon documented use of official time.

C. The performance of Union representatives will be rated on the basis of prorated work time; i.e., the work performed in available work time after official time has been subtracted.

Section 4 – Requests for Official Time:

- A. All official time for all Union representatives must be requested and approved in advance consistent with workload requirements except when exceptional circumstances (e.g., unscheduled meetings called by management where the Union's attendance is requested, representation of employees in interviews or circumstances where the employee might be subject to discipline) do not allow for advance approval.
- B. The Union representative will request authorization from his or her supervisor. The Union representative will indicate to the supervisor or designee, on the "Official Time Report" form (See Attachment) the general nature of the representational activity he or she wishes to carry out and approximate length of time he or she believes is required.
- C. All advance requests for official time are understood to be estimates.
- D. The Union will complete the form to accurately depict the actual official time used in a timely manner each pay period.
- E. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests will be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.
- F. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to travel to and from the proceedings.

Section 5 – Official Time for Representational Activity:

- A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article.
- B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which official time will be authorized include:
1. negotiations;
 2. discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;

3. any appeal proceedings or other forum in which the Union is representing an employee or the Union pursuant to its obligations under relevant contract provisions, regulations, or law;
4. grievance meetings and arbitration hearings;
5. EEO complaint settlements, and administrative and/or court hearings if a complaint is processed under the negotiated grievance procedure, or if the Union is representing the employee;
6. a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
7. any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
8. any meetings for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employees;
9. attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action under Chapter 16 of the DPM and the employee has requested representation;
10. informal consultation meetings between the Employer and the Union;
11. conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
12. to effectuate contacts with officials of government including the Mayor, Council of the District of Columbia, Congress and their staffs;
13. attendance at meetings of committees on which Union representatives are authorized membership by the Employer or this Agreement;
14. attendance at labor-management partnership meetings or other cooperative effort;
15. attendance at agency recognized/sponsored activities to which the Union has been invited;

16. to participate in joint labor-management committee meetings;
17. necessary travel to any of the activities listed above.

C. Official time shall not include time spent on internal Union business, including, but not limited to:

1. Attending Union meetings;
2. Soliciting members;
3. Collecting dues;
4. Posting notices of union meetings;
5. Carrying out elections;
6. Preparing and distributing internal Union newsletters or other such internal documents; and
7. Internal union strategy sessions for appeals, administrative hearings or arbitration proceedings.

D. The employee requesting official time for any of the purposes set forth in this Article will advise his/her immediate supervisor or designee of the time of return to the workstation and assigned duties.

Section 6: The parties acknowledge that there is mutual benefit in addressing questions as to what is "reasonable" and what procedures should be followed to resolve the problems associated with any perception by the Employer that an unreasonable amount of time is being used, or that the intent as to "reasonableness" is otherwise being abused. The parties agree that in any instance or pattern so perceived, it shall be the responsibility of the Employer to promptly communicate to the Chairman and OLRCB its specific concerns.

It shall be the responsibility of the Chairman so contacted to review the matter, to assure that prompt, noticeably effective action is taken to curb any actual abuse or substantial appearance thereof, and to report promptly to the Employer that action was taken as warranted. The parties hereto recognize that abuse may not necessarily be intentional, but that irrespective of intent, the fact or substantial appearance of abuse is disruptive of mutual interests, and in any event, must be effectively dealt with.

If the Union disagrees that there is the fact, or substantial appearance of abuse, it shall communicate this promptly to the Employer. Upon receipt of this communication, the Employer shall fully and fairly consider the Union's views. If the Employer thereafter still perceives the fact or substantial appearance of such abuse, or it is dissatisfied with

the action taken by the Union, it shall determine with respect to the specific case or cases at hand what is reasonable time, and shall so communicate this determination to the aforesaid Chairman and to the employees and the Union representatives involved.

In all cases of perceived abuse of official time, the Employer shall communicate with OLRCB, which shall assist the parties in their interpretation of the Official Time Article and attempt a mutual resolution of the problem.

Section 7: Upon ratification and approval of this Agreement the parties shall jointly conduct training concerning official time and other aspects of this Agreement for supervisors, representatives and employees.

Section 8: The shop steward shall be afforded the opportunity to address unit employees at roll call to explain labor-management business unless conditions in the institution dictate otherwise. Such time shall not exceed five (5) minutes and may be utilized up to three (3) times per week.

Section 9: Stewards assigned tours of duty other than day shift and scheduled days off shall have their assigned tour of duty and scheduled day off (if applicable) changed to coincide with the time of a grievance hearing. However, no overtime or other such form of compensation shall be allowed for attendance at such hearing.

Section 10: This Article does not preclude employees from selecting someone other than a Union representative (excluding management and supervisory officials) to represent him/her in a grievance, except that no rival organization may represent an employee in the negotiated grievance procedure, and provided that if a Union representative is not used, a representative of the exclusive labor organization must be given an opportunity to be present at any meeting held to resolve the grievance.

ARTICLE 8

USE OF OFFICIAL FACILITIES AND SERVICES

Section 1: The Department agrees to permit distribution of Union notices and circulars substantially related to workplace issues to unit employees through regular distribution procedures provided that the Union receives prior approval from the Department.

Section 2: The Department agrees to provide meeting facilities if available upon request to the Director or appropriate facility official. Any cost incurred for the cleaning or maintenance of such facilities after such meeting will be borne by the Union.

Section 3: Under no circumstances will department manpower or supplies be utilized in support of or for internal Union business.

Section 4: The Department agrees to provide a private area for the employees and Union representative when engaging in grievance handling.

Section 5: A copy of Department Program Statements, Orders and Institutional/Facilities directives and DCOP's rules and regulations concerning terms and conditions of employment will be provided to the Labor Committee.

Section 6: The Department agrees to designate at least one (1) secured bulletin board for the exclusive use of the Union in each institution/facility in conspicuous work area locations. The Union shall provide a copy of posted materials to the Department as far in advance prior to posting as possible. Bulletin board postings must be readily identifiable as official Union literature by the use of letterhead, logo or signature of the Union official.

Section 7: The Department shall make available to the Union, as required by law, upon its reasonable request any information, statistics and records relevant to negotiations or necessary for proper enforcement of the terms of this Agreement.

ARTICLE 9 **EMPLOYEE ROSTERS**

Section 1: Upon written request to the appropriate Department Official, on an annual basis, the Union will be provided with the list of names, titles and grades of unit employees by institutions and offices.

Section 2: Upon written request to the appropriate Department Official, the Union will be provided, by each institution and office a list of names, titles, and grades of unit employees appointed, separated, detailed (including details to higher positions), promoted (including temporary promotions) or transferred during the proceeding month. The Department shall include the effective dates of the above action and the projected duration dates, if applicable.

ARTICLE 10 **GRIEVANCE PROCEDURE**

Section 1 – Purpose and Definition: The purpose of this grievance procedure is to establish an effective procedure for the fair, expeditious and orderly adjustment of grievances. Only an allegation that there has been a violation, misapplication or misinterpretation of the terms of this Agreement or the applicable Compensation Agreement or disciplinary actions taken (written admonition, corrective or adverse action) shall constitute a grievance under provisions of this grievance procedure. Any other employee appeals or complaints shall be handled exclusively by the appropriate administrative agency.

Section 2 – Categories:

- A. Personal: An individual's grievance.** In the case of a grievance proceeding without Union representation, the Union must be given the opportunity to offer its view at any meeting held to adjust the grievance.
- B. Group:** A grievance involving a number of employees in any subdivision of the service components: Detention, Correctional, Community, Health, Administrative or Educational.

A group grievance must contain all the information specified in Step 2 (Section 3) of the grievance procedure. A sufficient description of the group shall accompany the grievance. This kind of grievance may be filed at whatever step resolution is possible.

- C. Class:** A grievance involving all the employees in the unit. It must be filed and signed by the Union Chairman or designee at Step 4 of the Grievance procedure. Grievances so filed will be processed only if the issues raised are common to all unit employees.

A class grievance must contain all information specified in Step 2, Section 3 of the Grievance procedure. The Director, or his designee, shall respond in writing within twenty-one (21) days of receipt of the grievance.

Section 3 – Procedure:

- A. Step 1:** The aggrieved employee, with or without a Union representative, shall orally present and discuss the grievance with the employee's supervisor within ten (10) days of the occurrence of the event giving rise to the grievance or within ten (10) days of the employee's knowledge of such event. The supervisor will make a decision on the grievance and reply to the employee and his/her representative within five (5) days after oral presentation of the grievance. In unusual circumstances, where the grievant cannot be physically present, a Union representative, authorized in writing by the Grievant, may present the grievance at this Step without the Grievant present.
- B. Step 2:** If the grievance is not settled, the aggrieved employee, with or without his/her Union representative, shall submit a signed, written grievance to the appropriate Administrator or Office Chief within seven (7) days following the date the response to the oral grievance is due. This specific Step 2 grievance shall be the sole and exclusive basis for all subsequent steps. The grievance at this and at every further step shall contain:
 - 1.** A statement of the specific provision(s) of the Agreement alleged to have been violated, misapplied or misinterpreted;

2. The date or dates on which the alleged violation, misapplication or misinterpretation occurred;
 3. A brief description of how the alleged violation occurred;
 4. The specific remedy or adjustment sought;
 5. Authorization for the Union or other employee representatives, if desired by the employee, to act as his/her representative in the grievance; and
 6. The signature of the aggrieved employee and the Union if applicable, according to the category of the grievance.
- C.** Should the grievance not contain the required information, the Grievant shall be notified and given five (5) days from receipt of notification to resubmit the grievance. Failure to resubmit the grievance within the five (5) day period shall void the grievance.
- D.** The Administrator or Office Chief shall respond to the employee in writing, within seven (7) days of receipt.
- E.** **Step 3:** If the grievance remains unsettled, the employee shall submit the grievance to the appropriate Deputy Director within five (5) days following the employee's receipt of the response of an Administrator or Office Chief. The Deputy Director must respond in writing within seven (7) days of receipt.
- F.** **Step 4:** If the grievance remains unsettled, the employee shall submit it to the Director within five (5) calendar days following the receipt of the response of a Deputy Director. Within fifteen (15) days of receipt the Director will respond in writing to the Grievant.
- G.** **Step 5:** If the grievance remains unresolved, the Union, within fifteen (15) days after receipt of the Director's response, shall notify the Director and OLRCB in writing whether the Union intends to request arbitration or requests that the Department agree to utilize the Grievance Mediation procedure described below on behalf of the employee(s).

Section 4 – Grievance Mediation:

A. The purpose of this Grievance Mediation procedure is to provide, an innovative method by which the parties may mutually reach satisfactory solutions to grievance prior to the invocation of arbitration. The parties recognize the necessity of carefully considering the circumstances of the particular grievances in deciding whether to utilize this procedure. This procedure, while broadening the channels of grievance resolution, must comply with District of Columbia laws, rules, regulations and the negotiated grievance procedure and shall only be invoked upon mutual agreement of the parties in writing on a case-by-case basis.

B. Selection

1. Should the parties fail to resolve the grievance utilizing the grievance procedure set forth above (Section 3), the parties may, within ten (10) days after the Union's request for grievance mediation pursuant to Step 5 of the grievance procedure, mutually agree to utilize the mediation process as set forth below.
2. A joint request shall be submitted to the Federal Mediation and Conciliation Service (FMCS) or other appropriate authority that provides grievance mediation services, with which the parties jointly agree. The mediator selected must have demonstrated expertise in public sector labor relations and in grievance mediation.
3. The mediation session must commence within forty-five (45) days of the Agreement to mediate. If the matter is not successfully resolved through mediation or is not scheduled for a mediation session within the forty-five (45) day period, OLRCB and the Union shall select an arbitrator consistent with the terms of this Agreement.

C. Mediation Procedure

1. Each party shall have representation at the mediation session.
2. The grievant(s) shall be present and participate at the mediation session. In the case of a class or group grievance, a maximum of three (3) grievants shall be present as representatives of the class or group.
3. Mediation sessions shall be informal: the rules of evidence shall not apply.
4. The mediation session shall be confidential. No record of the session shall be made.

5. During the session, the mediator may meet individually or jointly with participants, however, he/she is not authorized to compel or impose a settlement.
6. The mediation session shall not exceed one (1) day unless the parties agree otherwise.

D. Mediation Conclusion

1. The parties shall sign their respective copies of the Settlement Agreement.
2. Should both parties accept the settlement, it shall not have precedent setting value unless mutually agreed to on a case-by-case basis.
3. Should mediation and any further negotiations among the parties fail to resolve the matter, the arbitration proceedings in accordance with Section 3 may be invoked by the Union within five (5) calendar days of the termination of the mediation session.
4. The mediator shall be barred from arbitrating the grievance in a subsequent arbitration proceeding or testifying in a subsequent arbitration proceeding.
5. Documentation pertaining solely to the Mediation Process including evidence, settlement offers or the mediator's advisory opinion shall be inadmissible as evidence in any arbitration proceeding.
6. The parties shall share the fees and expenses of the mediator equally.

Section 5 – Arbitration:

- A. The parties agree that arbitration is the method of resolving grievances that have not been satisfactorily resolved pursuant to the Grievance Procedure or Grievance Mediation.
- B. Disputes of arbitrability shall be heard prior to a hearing on the merits. At the time the Department and OLRCB receive the demand for arbitration, if the Agency asserts non-arbitrability, the Union will be notified that the Agency believes that the issue is not arbitrable. Disputes regarding arbitrability shall be heard by any arbitrator selected through the procedures listed in 5(d) of this Article. The arbitrator shall consider the issue of arbitrability separately, prior to a hearing on the merits.
- C. If the parties fail to agree on a joint stipulation of issue(s), the issue shall be framed by the Arbitrator.

- D.** Within ten (10) days after the Director and OLRCB have received the request for arbitration, the Union shall request the FMCS to refer a panel of seven (7) impartial arbitrators. Upon receipt of the FMCS panel the parties will select one (1) of the names on the list. Each party will alternately strike a name from the panel until one (1) remains. The privilege of first strike shall be determined by a coin toss or other mutually agreeable random method. If, before the selection begins, none of the arbitrators are acceptable, a new panel shall be sought.

Section 6:

- A.** The arbitrator shall hear and decide only one (1) grievance appeal in each case unless substantially similar issues are involved. In such circumstances cases shall be consolidated for arbitration upon agreement of the parties.
- B.** The hearing shall not be open to the public or persons not immediately involved unless all parties mutually agree to such. All parties shall have the right, at their own expense, to legal and/or stenographic assistance at this hearing.
- C.** The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement in arriving at a decision on the issue(s) presented and shall confine his/her decision solely to the precise issue(s) submitted for arbitration.
- D.** The arbitrator shall render his/her decision in writing, setting forth his/her opinion and conclusions on the issues submitted within thirty (30) days after the conclusion of the hearing or after the arbitrator receives the parties' briefs, if any, whichever is later. Absent mutual agreement by the parties, the arbitrator shall set the deadline for timely submission of briefs. The decision of the arbitrator shall be binding upon both parties and all employees during the life of this Agreement.
- E.** A statement of the arbitrator's fee and expenses shall accompany the award. The parties shall share the fee and the expenses of the arbitrator equally.
- F.** Appeals of the arbitration awards shall be made in accordance with District of Columbia law.

Section 7 – General:

- A.** No matter shall be entertained as a grievance unless raised within ten (10) days of the occurrence of the event giving rise to the grievance, or within ten (10) days of the employee's knowledge of the occurrence of the event giving rise to the grievance

- B. Any unsettled grievance not advanced to the next step by the employee, or in the event of a class or group grievance, the Union representative, within the time limit specified in the step, shall be deemed abandoned. If the Department does not respond within the time limit specified at each Step, the employee may invoke the next Step treating the lack of response as a denial of the grievance.
- C. All time limits must be strictly observed unless the parties mutually agree to extend said time limits. "Days" means calendar days.
- D. No recording device shall be utilized during any step of this procedure unless direction of the arbitrator for his/her use. No person shall be present at any step for the purpose of recording the discussion. However, nothing in this provision shall prohibit the parties or a party from employing the services of a professional court reporter or stenography service for the purpose of preparing a true and correct transcription of the proceeding.
- E. The presentation and discussion of grievances shall be conducted at a time and place that will afford a fair and reasonable opportunity for both parties and their witnesses to attend. Such witness(es) shall be present only if necessary for them to present evidence. When discussions and hearings required under this procedure are held during work hours of the participants, they shall be excused with pay for that purpose. An employee scheduled to work shift or weekends will have his/her hours changed to coincide with the time of the hearing.
- F. The settlement of a grievance prior to arbitration shall not constitute a precedent in the settlement of grievances.
- G. In appropriate circumstances, Management may utilize the grievance/arbitration procedure by first filing a grievance with the Chairman of the Labor Committee. Such filing and response shall be under the same time limits as a Step 4 grievance.

Section 8 – Expedited Arbitration Procedure:

This procedure shall only apply after the Director or his/her designee makes a final decision. The parties agree that expedited arbitration upon the Union's or Management's written request shall be invoked in all cases of summary removals, summary suspensions, suspensions of thirty (30) days or more and class grievances. In all other disputes the expedited arbitration procedures shall only apply when both parties mutually agree.

Step 1: The employee and/or the Union shall present it (with supporting documentation and agency final decision) to the agency head in writing within fifteen (15) days after receiving the final decision. The agency head shall respond in writing (with a copy to the local Chairman) within fifteen (15) days after receipt of the written grievances.

Step 2: The Union may, by written notice, request expedited arbitration within twenty (20) days after the reply in Step 1 is due or received, whichever is sooner.

Step 3: Within seven (7) days of the Department's receipt of the Union's notice of intent to arbitration request, the moving party shall solicit a panel of seven (7) impartial arbitrators from FMCS. Within seven (7) days after receipt of the list, both parties shall select an arbitrator. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. A coin toss shall determine the first strike.

Step 4: The arbitration hearing shall be held within thirty (30) days after selection of an arbitrator. Any party unprepared to present its case shall forfeit their issues for arbitration and remedies sought unless the parties mutually agree to extend said time limits. The arbitrator shall issue an award within twenty (20) days of the date set by the arbitrator for filing briefs.

Step 5: All other provisions in the expedited arbitration proceeding will be as specified in Section 6 of this Article.

ARTICLE 11

DISCIPLINE (CORRECTIVE/ADVERSE ACTIONS)

Both parties recognize the exclusive rights of Management to discipline employees for cause, as defined in the DPM. Discipline shall be imposed for cause, as provided in D.C. Code §1-617.51 and defined in Chapter 16 of the District Personnel Manual

Section 1:

For the purpose of this Article, discipline shall include the following:

- A. Corrective Actions:** Written reprimands or suspensions of less than ten (10) days; and
- B. Adverse Actions:** Removal, suspensions for ten (10) days or more; or a reduction in grade.

Section 2:

Employees have the right to contest corrective or adverse actions taken for cause through the negotiated grievance procedure as provided in Article 10. Employees have the right to contest adverse actions taken for cause through the Office of Employee Appeals (OEA) as specified by OEA rules.

- A.** Should the employee select to appeal the action to OEA, such appeal shall be filed in accordance with OEA rules and regulations.

- B.** Should the employee select to grieve under the negotiated grievance procedure, discipline may only be grieved at the next higher level than where the final decision was taken, except in the case of actions taken by the Director.
- D.** Should the employee or Union, in cases of appeals to arbitration, wish to grieve disciplinary action, such grievance/arbitration must be filed within the time limits specified in Article 10 starting with the date after the effective date of the action.

Section 3: If a supervisor has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 4: Employees requested to reply to disciplinary actions will be informed of the right to have a Union representative present.

Section 5: If an employee can reasonably expect discipline to result from an investigatory interview, and a reasonable advance notification of the interview has not been given, at the request of the employee, questioning shall be delayed for no longer than twenty-four (24) hours to give the employee an opportunity to consult with a Union representative.

An employee's Union representative may be present at all investigatory questioning sessions held under this Article, but may not answer questions on behalf of the employee. However, the representative may counsel the employee and may assist the employee in presenting the facts. This section shall not supercede the requirement that employees shall submit reports in writing of all extraordinary occurrences or significant incidents.

Section 6: Prior to commencement of any questioning of unit members, the member shall be informed of:

- A.** The type of investigation being conducted (criminal or administrative). If administrative then the specific reason or type of complaint.
- B.** Whether the member is alleged to be the subject of the investigation if known at the time.
- C.** The name(s) of the complainant(s) unless this information would jeopardize the security of the investigation or the safety of the complainant or witness.
- D.** The name and title of the official who will be doing the questioning and the name and rank of persons that will be present.

Section 7: When management determines that the questioning session is to be recorded, all portions of the session shall be recorded with proper notation as to breaks and off the record discussion began and ended. If a recording device is used, a copy of the tape shall be made available upon written request to the employee or the Union when discipline is proposed, or upon conclusion of the investigation which should normally be concluded within 45 days.

Section 8: Corrective or Adverse Action shall be commenced within a reasonable time after the agency knew or should have known of the act or occurrence allegedly constituting cause.

Section 9:

A. Except in the case of summary discipline, an employee against whom adverse action is proposed shall be entitled to advance written notice of twenty (20) days. The notice shall inform the employee of the causes and the specific reasons for the proposed action; the right to provide a written response within six (6) days of receipt of the advance written notice; the person to whom the written response or any request is to be presented; right to review any material upon which the proposed action is based; in the case of a proposed adverse action only, the right to be represented by an attorney or other representative; the right to an administrative review by a hearing officer appointed by the agency head, as provided in DPM Section 1612, when the proposed action is a removal; and, the right to a written decision.

B. An employee shall be given up to ten (10) hours official time to prepare for his/her defense against any proposed disciplinary action.

C. Disinterested Designee/Hearing Officer shall review the proposed action, receive and review all relevant statements, conduct a hearing if a hearing is requested by the employee and issue a recommendation to the Deciding Official normally within ten (10) days after conducting a hearing of receiving the disciplinary action if a hearing is not requested. The Hearing Officer must be a DS-13 or higher and have no direct or personal knowledge of the matter contained in the disciplinary case, and not be in the chain of command between the proposing and deciding officials.

D. Deciding Official shall issue a final decision after reviewing the recommendation of the Disinterested Designee/Hearing Officer. The deciding official may sustain or reduce the penalty recommended by the Disinterested Designee, remand the matter for further consideration by the Hearing Officer, or dismiss the charge but may not increase the penalty recommended by the Disinterested Designee/Hearing Officer.

Section 10: Summary removal, summary suspension, enforced leave shall only be executed upon the Director's approval. The Union Chairman will be notified within forty-eight (48) hours and give the specific reason for the action.

Section 11: Applicable District Regulations shall govern discharge of probationary, temporary, and term employees.

Section 12: Pending disciplinary action will not preclude an employee from participating in the promotional process. After the eligibility list, register or certification is formed and a final penalty is imposed, the member need not be promoted from the list, register, or certification. If after an eligibility list, register or certification is formed and disciplinary action is proposed, the promotion shall be held in abeyance pending a final disposition. If the disposition is favorable to the employee, the employee shall be promoted forthwith back pay retroactive to the date when the member would have otherwise have been promoted.

Section 13: After discovery of the incident, the investigations shall be conducted in a timely manner and discipline shall be imposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the D.C. Office of Personnel regulations.

Section 14: The Employer agrees that disciplinary action shall not be punitive but based on conduct or performance deficiencies. The selection of the appropriate penalties shall be based on progressive discipline principles consistent within the department. Consideration shall be given to any mitigating or aggravating circumstances that have been determined to exist.

ARTICLE 12 **LEAVE**

Section 1 – Annual Leave:

- A. All annual leave requests must be submitted in advance of the time requested. Failure to obtain advance approval for leave may result in having the absence charged to absence without leave (AWOL). Emergency annual leave may be approved by the designated supervisor when an oral request is made. If granted, the employee must submit a written application for leave (SF-17) within twenty-four (24) hours of return to duty.
- B. Only supervisors designated by the Department will authorize annual leave in the absence of the designated supervisor; emergency annual leave will be approved by the next higher level of supervision.
- C. All employees requesting a leave period of one (1) week or more will do so in accordance with the following:
 - 1. Their request will be submitted by the date determined by the Department each year.

2. Supervisors will notify each employee of the disposition of his/her request within one (1) calendar month.
3. If more employees from the same shift than can be spared apply for leave for the same period and management determines that appropriate staff is available to do the work, the employee with the greatest service with the Department will have preference, except as provided below. The employee(s) required to make a new selection will have a preference over employees who did not submit requests if the new selection is resubmitted within 15 days after the disposition of the requests period, provided, the Department has determined that appropriate staff is available to do the work during the period that is proposed.
4. Employees wishing to change their request may do so provided their service can be spared and their new choice does not conflict with leave scheduled for another employee. Since these dates are tentative, the employee will request from his/her supervisor the proposed leave period he/she desires to change as far in advance as possible.
5. During the period of May 1st to October 1st, no employee will be granted more than one (1) leave period of a duration of one (1) week until every employee in the work area has had an opportunity to take a leave period during these months.
6. The granting of leave for the days of Thanksgiving, Christmas and the New Year holidays will be on a rotating basis so that all employees may have an equal opportunity for leave at these times. However, this does not preclude or interfere with the Department's right to determine appropriate staff on holidays to ensure the proper accomplishment of Agency work.
7. Although every effort will be made by supervisors to honor advance requests for leave periods, an advance request is not a guarantee of final approval. The Employer reserves the right to cancel leave previously approved for circumstances such as workload and unforeseen urgent needs. In the event it is necessary to cancel advanced requests, the supervisor will promptly advise the employee concerned. In such cases the employee's circumstances will be given due consideration. Every effort will be made to reschedule the leave period for the employee's convenience.

8. If an employee is transferred within the Department at his/her request or as a result of a promotion, training assignment or voluntary shift change other than the normal shift rotation, the employee may be required to adjust his/her leave scheduled in the unit to which he/she has been transferred. If the move has been a result of a management decision, seniority will be the controlling factor.

Section 2 – Sick Leave:

- A. Supervisors shall approve sick leave of employees who are unable to perform their duties due to illness. Employees assigned to rotating shifts or regular tours of duty shall request unplanned sick leave from the control center no later than two (2) hours prior to the start of their shift. All other employees shall request sick leave as soon as possible prior to the start of their shift on the first day of absence. The employees shall submit the appropriate sick leave request to his/her supervisor upon return to work.
- B. A supervisor may require a doctor's certificate for absences of three (3) days or more. Additionally, those employees who have received "sick certifications" due to potential or actual sick leave abuse shall provide documentation as required by the Department.
- C. Sick leave may be used when an employee receives medical, dental or optical examinations or treatment, or is incapacitated for the performance of duty by sickness, injury, or pregnancy and confinement is required to give care and attendance to a member of his/her immediate family who is afflicted with a contagious disease (as defined by applicable regulations) or would jeopardize the health of others by his/her presence at his/her post of duty because of exposure to contagious disease.
- D. Employees shall submit requests for, or substantiate, sick leave on SF-71, Application for Leave. The Employer will make the SF-71 available for completion and signature by employee(s).
- E. Except in an emergency situation, an employee who will be or is absent due to illness or injury will notify the control center or designated person or unit a minimum of one (1) hour and fifteen (15) minutes prior to the start of the employee's shift, of the inability to report for duty. If an employee is too ill or injured to personally notify the supervisor of his/her absence, notification may be made by a third party.
- F. Employees returning from sick leave will so notify their supervisor or the control center as far in advance of the start as possible. Although employees will not be required to call in to request sick leave each day, in case of an extended illness or more than three (3) days, employees will periodically update their supervisors as to their ability to return to work.

- G.** Sick leave will be requested in advance for visits to, and/or appointments with doctors, dentists, practitioners, opticians, chiropractors and for the purpose of securing diagnostic examination, treatment and x-rays.

Section 3 – Leave Without Pay: Leave without pay (LWOP) may be granted in accordance with applicable District Personnel Regulations, upon the employee's request.

ARTICLE 13 **TRAINING**

Section 1: The Union shall have membership on any standing Labor-Management body, Board or Committee, and will be entitled to express its views, make recommendations, and otherwise participate, except in selection of participants for training and determining how the budget will be spent.

Section 2: Normally, training which is authorized and approved by the Employer will be conducted during regular working hours (8:00am to 4:00pm) when practical. This does not apply to reading assignments given as a part of training nor does this Article or any aspects of this Agreement preclude an employee from participating in training on his/her time.

Section 3: A record of an employee's training and details to other than regular assignments shall be documented and made a part of the employee's Official Personnel Folders to be used as reference qualifications.

Section 4: Opportunities for employee development through outside educational programs which are related to performance of official duties will be made available in accordance with applicable D.C. laws and regulations.

Section 5: The Employer will provide copies of locally generated training announcements to the Union as they are posted.

Section 6: The Department shall provide appropriate correctional training (currently six (6) weeks) to all newly hired personnel commensurate with their inmate contact upon or prior to their entrance on duty. Periodic in-service training shall be provided consistent with duty assignments and the implementation of new policies and procedures, to provide the skills necessary to perform the duties of their jobs. Periodic in-service training shall be provided for all correctional officers who have completed their probationary period (currently forty (40) hour per year). Employees who are not correctional officers who work in an institutional setting and who have completed their probationary period shall be enrolled in in-service training (currently eight (8) hours per year). Management retains the discretion to determine the amount, frequency and timing of training necessary for the performance of work. Management shall consider individual requests for additional training. Scheduled in-service training may be temporarily

suspended or modified only by the Director or Deputy Director. The Union's Principal Executive Officer will be promptly notified.

Section 7- Firearms Training:

- A. Employees whose duties require the possession and use of firearms shall receive the appropriate range and firearms training along with instructions in safe and effective use of firearms, and refresher training in the Department policies concerning the use of deadly force.
- B. An employee's failure to qualify and/or re-qualify with the semi-automatic firearm shall not be a basis or cause for disciplinary action. Employees that fail to qualify with the semi-automatic will be given the alternative of using the Department issued revolver after successfully completing the range training and qualification requirements for the revolver.

ARTICLE 14
HEALTH AND SAFETY

Section 1 – Employees Working Alone: If employees are required to work in areas beyond the call, observation or periodic check of others where dangerous chemicals, explosives, toxic gases, radiation, laser light, high voltage or rotary machinery area to be handled, the District shall take reasonable and necessary precautions to ensure the health and safety of an employee who might be endangered by working alone.

Section 2 – Medical Service: On-the-Job Injury: The District shall make first-aid kits reasonably available for use in case of on-the-job injuries. If additional treatment appears to be necessary, the District shall arrange immediately for transportation to an appropriate medical facility.

Section 3 – Emergency and Preventive Services:

- A. The Employer agrees to provide emergency diagnosis and treatment, within the competence of the professional staff and the capability of the facilities health services unit, for employees who are injured or become ill during working hours.
- B. The Employer shall determine the preventive services programs necessary to inform employees of health and/or safety issues in the work environment. Programs may include health education, disease screening and physical examinations.

Section 4 – Light Duty:

- A. The District agrees to provide light duty assignments for employees injured on the job to the extent that such light duty is available and justified as follows:

1. To be eligible for light duty, the employee must be certified by the employee's attending physician as temporarily unable to perform the duties of his/her position. The certification must identify the nature and extent of the employee's impairment and the type of light duty he/she is capable of performing, an estimation of the time the employee is likely to be incapacitated and type of activity he/she is incapable of performing. If the period of incapacitation extends beyond the estimated time, the physician shall provide an updated certification stating the additional time the employee is likely to be incapacitated. The Department shall have the option of confirming the diagnosis at the Employer's expense; however, the employee's request for light duty shall be granted during the agency's confirmation process.
2. The employee will be given light duty assignments for which he/she is qualified, initially when available, within his/her own organizational unit. If light duty is not available within the organizational unit, suitable work will be sought elsewhere in the department.
3. Light duty assignments shall not normally extend beyond 45 working days. Extensions shall be at the Employer's option. Employees unable to perform their regularly assigned duties after the expiration of the 45-day period shall make application for disability compensation or exercise such other options as may be available to employees under law, and in accordance with paragraph 5 below.
4. Where there are more requests for light duty than there are light duty assignments and the employees are equally qualified for the assignment, assignments shall be made in the order of earlier date of request.
5. When light duty is not available, an employee must return to full duty or seek compensation or retirement from appropriate channels. In the event compensation or retirement is not approved, the employee may be required to take a fitness for duty examination and may be separated if (1) found unfit to perform or (2) found fit but refuses to report for full duty.

Section 5 – Excessive Temperatures in Buildings: Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a

suitably temperate site. Administrative leave will be granted if authorized by the Mayor or his/her designee.

Section 6 – Employee Health Services: Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Code Section 1-621.7).

Section 7 – Maintenance of Health Records: Medical records of employees shall be maintained in accordance with the provisions of Chapter 31 of the D.C. Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information.

Section 8: The Employer agrees to follow Mayor's Order 87-95 or other applicable Order regarding ergonomic policy for use of video display terminals.

Section 9: The Employer agrees to provide relief to correctional staff within a reasonable period of time for employees in areas where toilet facilities are not readily accessible.

Section 10: The Union may make recommendations to the Facility Administrator and the Director regarding detection methods used to prevent the introduction of contraband into the facilities.

Section 11 - Working Conditions:

- A. The Employer will make every effort to provide and maintain safe working conditions. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.
- B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XXI of the Comprehensive Merit Personnel Act (1980, as amended, D.C. Code section 1-621.1 *et seq.*).

Section 12 - Corrective Actions:

- A. If an employee observes a condition that he or she, believes to be unsafe, the employee shall report the condition to the immediate supervisor.
- B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.

- C. If the supervisor determines that a condition does not constitute an immediate hazard to the health and safety of the employee and the employee disagrees, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall make an immediate determination as to whether the condition constitutes an immediate hazard to the health and safety of the employee. An employee will not be required to operate unsafe equipment or work in conditions reported as unsafe or hazardous until the next level supervisor or designee has determined that the conditions or equipment are safe.
- D. Matters related to alleged unsafe working areas or equipment may be brought to the attention of the safety committee.
- E. Employees shall not be required to operate unsafe equipment that has been so determined by the Employer or the D. C. Risk Manager.

Section 13 - Safety Devices and Equipment: Protective devices and protective equipment as determined appropriate by the Employer or other competent authority shall be provided by the Department and shall be used by the employees.

Section 14 - Safety Training:

- A. The Department shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Safety Committee.
- B. The Department shall make CPR training available.

Section 15 - Safety Committees:

- A. The Department agrees that the Union shall have two (2) members, one (1) correctional and one (1) non-correctional, on the Department Safety Committee. Committee meetings will be held during working hours without loss of pay or leave to employees.
- B. One (1) Union and one (1) Department representative shall each serve as co-chairpersons of the Committee.
- C. The Safety Committee shall:
 - 1. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meetings, labor and management must submit their respective agendas to each other at least five (5) days in advance;
 - 2. Conduct safety surveys, consider training needs, and make recommendations to the agency/department head;

3. Consult with and advise department/agency heads; and,
4. Receive appropriate health and safety training.

D. Final reports or responses from agency/department heads (or designees) shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

Section 16: The Employer agrees to provide the Union safety and health committee members with a copy of all current D.C. Safety Officers, or Departmental Risk Managers, and revisions as they occur.

Section 17: The Union and the Department will make every effort to prevent accidents of any kind. Should accidents occur, however, a prime consideration will be the welfare of injured employees consistent with medical protocol.

Section 18: The Union shall have membership on the Risk Assessment Committee.

Section 19: Transportation service shall be provided to transport injured employees on the compound for appropriate medical services. EMS services will be made available if determined appropriate by medical staff.

Section 20: The supervisor shall provide a complete copy of Form CA-16 to the Agency Human Resources Department for deposit into the employee's human resource file. The employee shall have access to this document as they do for any other human resource file.

ARTICLE 15

REDUCTION-IN-FORCE

Section 1: The Employer agrees to notify the Union of proposed reduction-in-force (RIF) actions that may adversely affect unit employees. The Employer will consider the Union's views regarding minimizing the number of adversely affected unit employees.

Section 2: Following the guidelines contained in the District of Columbia Personnel Manual, the Department agrees to minimize the effect on bargaining unit employees to the extent practicable. In the event of a RIF the procedures outlined in the laws and regulations of the District of Columbia will be utilized.

ARTICLE 16
UNIFORMS

Section 1: The Employer shall provide the following items of uniforms to unit employees as specified:

A. Correctional Officer - Male

Blouse, blue	1 each
Police-style coat, blue	1 each
Trousers, blue (winter)	4 pairs
Trousers, blue (Summer)	4 pairs
Cap, winter (opt.)	1 each
Cap, summer (opt.)	1 each
Shirt, gray, short sleeve	6 each
Shirt, gray, long sleeve	6 each
Necktie, black	1 each
Whistle, chrome	1 each
Raincoat	1 each
Badge, large, silver	1 each
Badge, small, silver	1 each

B. Correctional Officer - Female

Blouse, blue	1 each
Overcoat, blue	1 each
Trousers, blue (winter)	4 pairs
Trousers, blue (summer)	4 pairs
Cap, winter (opt.)	1 each
Cap, summer (opt.)	1 each
Shirt, gray, short sleeve	6 each
Shirt, gray, long sleeve	6 each
Necktie, black	1 each
Whistle, chrome	1 each
Raincoat	1 each
Badge, large, silver	1 each
Badge, small, silver	1 each

If a Correctional Officer is pregnant and on active duty, the Employer shall make available suitable uniform clothing, upon the employee's request.

C. Khaki Uniforms (Wage employees and other employees assigned to jobs requiring these uniforms):

Trousers, Khaki	6 pairs
Shirt, Khaki, long sleeve	6 each
Shirt, Khaki, short sleeve	6 each
Raincoat	1 each
Coveralls, Khaki	2 pairs
Shoes, Safety, steel toe	1 pair
Badge, large, gold	1 each
Badge, small, gold	1 each

ARTICLE 17

DETAILS, TEMPORARY PROMOTIONS AND PAY IN HIGHER GRADE POSITIONS

Section 1: Details or temporary promotions shall be made in accordance with appropriate provisions of the District Personnel Manual.

Section 2 - Acting Pay: An employee detailed or assigned to a higher grade position for more than ninety (90) consecutive days shall receive the higher rate of pay beginning the first full pay period following the ninety (90) day period. If Management decides to reassign an employee to a higher-grade position after the employee returns from the approved leave or disability compensation, such absences will not be considered a break in the consecutive day requirement.

Section 3: Management will ensure that an employee assigned or detailed to a higher grade position is not arbitrarily removed from detail and then reinstated to the detail in order to avoid Acting Pay in accordance with Section 2 above.

Section 4: Details or assignments to a higher-grade position shall not be used as a pre-selection device. For the purpose of the preceding term "pre-selection device" refers to recurring patterns of selecting individuals for promotion that are not qualified but assigned or detailed to the higher-grade position as provided in the Article.

Section 5: Competitive placement procedures will be utilized for all higher grade details extending beyond 120 days to established positions and 240 days to unestablished positions.

Section 6: Management will generate the appropriate paper work (Form 52) for employees detailed/assigned to another position extending beyond 90 days.

Section 7: Management will notify the Union of all bargaining unit employees detailed or assigned to supervisory/managerial positions so that the Union can remove that employee from its roles during the period he/she is detailed or assigned to the supervisory position.

Section 8: Bargaining unit employees shall be given the first opportunity to be assigned to details and temporary promotions into bargaining unit positions provided that they are qualified and available to perform the duties.

ARTICLE 18

DISTRIBUTION OF OVERTIME AND TOUR OF DUTY

Section 1: Management retains the unfettered right to determine necessary job requirements for assignments and to determine the employees who are eligible to work the assignments.

Section 2: Where management determines that employees are equally capable to perform overtime assignments, overtime will be offered to employees on a volunteer basis and distributed equitably among those employees.

Section 3 – Overtime:

A. Voluntary Overtime

A list shall be posted for employees to sign up for overtime. The employee must be present to sign his/her own name on the list. Correctional Officers, Grade 6 through 9 will be selected for overtime in descending order from the voluntary sign up list. Management will not arbitrarily deny employees overtime. If an employee's name is skipped over, the supervisor must justify to the employee and in writing the reason for denying that employee to work overtime.

B. Mandatory Overtime (Draft)

Based on operational demand and/or emergencies when it becomes necessary for management to order mandatory overtime, prior to invoking a draft, management will first attempt to locate volunteers from other facilities or employees in an off duty status. If there is still a need, selections will be made among all employees (including those assigned to non-bid special skills post) in alphabetical order regardless of rank (Grades 6 through 9), Under no circumstances will an employee be forced to work mandatory overtime for two or more consecutive days. Nor will an employee be required to work more than eight (8) hours of overtime per day unless unforeseen emergencies arise (inclement weather, disturbances, interstate transports, etc.). Employees shall be paid at the appropriate overtime rate for mandatory overtime hours worked. An employee may be paid straight

time or compensatory time for ordered mandatory overtime if mutually agreed to by the parties in advance.

- C. Records of employees voluntary and mandatory overtime performed shall be maintained by the Employer and made available to the Union upon request.
- D. The provision of this Article shall apply to uniformed employees who are required to work overtime.

Section 4 – Tours of Duty/Shift Change: Changes in shift will be distributed and rotated equitably among qualified employees on an annual basis in accordance with Department Order 3020.3.

- A. The Union's Chairman or designee will have ex-Officio membership as an observer on any joint labor-management committee regarding applicable annual shift change regulations. Any newly created post or modification of an existing post (days off, duty hours, former bid post which are converted to non-bid special skill post, etc.) will be submitted to the Work Force Utilization Committee prior to implementation.
- B. Employees will not be arbitrarily removed or reassigned from a post they obtained through the Master Roster bid process. When management determines a need to remove or reassign an employee from a post assignment they shall notify the employee in the Union of the reason for the reassignment and provide any supporting documentation. Notice shall include the specific allegation that precipitated the proposed reassignment, including performance deficiencies or the specific reason(s) for the manager's conclusion that a reassignment is in the best interest of the shift, facility or Agency. If the proposed reassignment is based on an allegation of employee misconduct, the employee shall be given an opportunity to rebut the allegations of misconduct, prior to a permanent reassignment and be allowed to offer alternatives to permanent reassignment. If management determines that a reassignment for the remainder of post term is necessary, management shall provide the employee with an written explanation of why the reassignment is necessary to meet the needs of the Agency
- C. The same provisions of this Article shall apply for all non-uniformed employees who are required to perform rotating shift work.
- D. A record of employees shift change and assigned days off will be submitted to the Union for review.

Section 5: To be eligible for a post overtime assignment employees must be able to perform the duties of the post as set forth in the post orders.

ARTICLE 19
MERIT STAFFING/PROMOTIONS

Section 1: Merit staffing and promotions procedures shall be implemented in accordance with the applicable provisions of the DPM as implemented in the DCOP Merit Staffing Plan and this Article.

Section 2: The Employer will administer the following practices and principles:

- A. The Employer will announce all job vacancies for at least ten (10) business days. A copy of the vacancy announcements will be provided to the Union by Management via Fax.
- B. Based on established DCOP procedures and qualifications, applicants will be evaluated and list qualified or unqualified (if so evaluated). Applicants will be referred to the selecting official with all of the mandatory hiring preferences applied as required by DCOP rules and regulations.
- C. The Employer will notify all applicants of the outcome of their applications for the position.
- D. Copies of the DCOP regulations describing the procedural aspects of the Merit Staffing/Promotion Plan will be made available at each facility to all employees and a copy provided to the Union. Aspects of the merit staffing/promotion plan will be made to the Union's Chairman.

Section 3 – Area Consideration: To the extent not in violation of Equal Employment Opportunity laws and regulations and the Department's affirmative action plan, the Area of Consideration to fill vacancies in the bargaining unit shall be the DCDC; provided that the official requesting the personnel action certifies to the DCOP that an adequate number of qualified candidates is expected to result from such limited Area of Consideration. An adequate number shall be no less than five (5).

Section 4: Outside candidates competing for departmental promotional opportunities must be equally or better qualified than internal applicants before they will be appointed or promoted.

Section 5: The Union will have ex-officio membership as an observer on merit staffing panels for non-supervisory positions within the bargaining unit. The Union representative must be the same grade or higher than the position being filled. The Chairman of the Union is excluded from this restriction. The Union representative shall not participate in management's deliberations or the selection of candidates.

Section 6: For non-correctional vacancies, if one (1) eligible candidate who is certified for consideration is interviewed, then all such candidates will be interviewed.

Section 7: If the Agency returns a certification of eligible candidates for bargaining unit positions without selection the Agency shall provide the justification for return of the certificate to DCOP. The Agency shall also provide the Union the justification.

Section 8: No employee who is certified on the selection certificate can file a grievance for non-selection unless there has been a violation of the DPM.

Section 9: Upon a determination that a procedural violation occurred and a candidate was erroneously appointed or promoted, Management will initiate the remedial action in accordance with the DPM, Chapter 8, within 45 days.

ARTICLE 20

POSITION DESCRIPTIONS

Section 1: Each employee will be supplied with a copy of his/ her official position description by the Office of Personnel upon entry to duty or change in position description. Position descriptions will be furnished to the Union. Other requests for position descriptions will be made directly to the Director of the Office of Personnel.

Section 2: The clause found in job descriptions "performs other duties as assigned" shall be construed to mean the employee may be assigned to other duties that are nominally related to regular assignments. The Employer recognizes that job assignments should be commensurate with position descriptions. The Union recognizes that at times the Employer must deviate from this policy. When such deviation is necessary, the Employer will make every effort to assign employees whose normal duties and pay levels are most nearly associated with the job to be assigned.

Section 3: Position classification appeals are not subject to the negotiated grievance procedure. Such classification appeals filed with the Office of Employee Appeals (OEA) before October 22, 1998 shall be processed in accordance with applicable law and OEA Rules. Copies of procedures to be followed in filing appeals after October 22, 1998 will be made available to employees and Union representatives upon request to the Office of Personnel.

Section 4: An employee may request a review of his/her position classification. Such request will be submitted orally to the appropriate supervisor who will meet with the employee (and representative if any) to discuss the matter and the circumstances leading up to the request for review. If the matter is not resolved, the employee may file a request for review through the appropriate servicing personnel classification unit.

ARTICLE 21
PERSONNEL FILES

Section 1: An employee shall have the right to view his Official Personnel file and upon request, inspect or copy any documents appearing in his/her folder, consistent with release of official information as proscribed in the Comprehensive Merit Personnel Act.

Section 2: The rights of employees pertaining to their Official Personnel Folder as referenced above shall extend to apply to employees information and/or training folders maintained by the Employer on the employee.

Section 3: Upon request, the Employer shall provide the employee a copy of final reports and internal investigations related to the employee's performance, inmate complaints against employees and other work related matters concerning the employee.

Section 4: An employee's personnel records may be disclosed to his/her representative upon written authorization from the employee. The written authorization shall specify the documents and/or records to be disclosed or the degree of access permitted by the employee.

Section 5: The employer will make a reasonable effort to ensure that inmates do not have access to employees' files and records.

ARTICLE 22
TRANSFERS AND INTER-INSTITUTIONAL ROTATIONS

Section 1: It is recognized that the Employer has the right to transfer or reassign employees whenever the interest of the Department so requires, but transfers or reassignments shall not be used as a form of reprisal.

Section 2: After fifteen (15) years of service with the Department, an employee shall be given priority placement consideration to the facility of his/her choice. Request for reassignments pursuant to this section will not be unreasonably denied. Employee's preference as to shift and days off shall be applied based on availability.

ARTICLE 23
RETIREMENT COUNSELING

The Employer will provide counseling to employees who are of retirement age. This counseling will include information on voluntary deductions, benefits, and insurance.

ARTICLE 24
DISTRIBUTION OF HEALTH BENEFIT BROCHURES

The Employer agrees to make available to all employees upon entrance on duty and during open enrollment season, copies of the health benefit plan brochures under the applicable program.

ARTICLE 25
PERFORMANCE COUNSELING

Section 1: If an employee is to be denied his/her periodic step increase he/she shall be so notified in advance in writing.

Section 2: Such notification shall include:

- A. An explanation of each aspect of performance in which the employee's services fall below a satisfactory level and how this renders his/her performance on the job as a whole below a satisfactory level; and,
- B. A statement of the satisfactory level of performance on each of those work aspects; and
- C. Advice as to what the employee must do to bring his/her performance up to the satisfactory level.

Section 3:

Notification as stipulated above shall be made in advance of denial of the periodic step increase and the employee shall be given at least sixty (60) days to bring such performance up to a satisfactory level.

ARTICLE 26
PERFORMANCE RATINGS

Section 1: The parties agree that until a new performance plan is developed, as required by Section 1-615.1 of the D.C. Code (1981 ed.) the rating plan currently in place will continue in effect.

Section 2: An employee may elect to appeal the Impartial Review Board Committee's decision to the Office of Employee Appeals (OEA) in the manner specified in OEA's regulations or, if applicable, grieve the decision under the provisions of Article 10 of this Agreement.

ARTICLE 27
NO STRIKE OR LOCKOUT

Section 1: Under the provisions of D.C. Code Section 1-618.5 it is unlawful to participate in, authorize or ratify a strike.

Section 2: The term "strike" as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage or slowdown and shall be defined in accordance with D.C. Code Section 1-618.5.

Section 3: No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Department in a strike situation retains the right to close down any facilities to provide for the safety of employees, property or the public.

Section 4: In the event of a strike as defined by this Article and upon receipt of notice from the Employer of any strike, within eight (8) hours the Union shall publicly disavow the action by posting notices and issuing a news release to the media stating that the strike is unauthorized. Notwithstanding the acceptance of the existence of any strike, the Union will use every reasonable effort in cooperation with the Employer to terminate the strike.

Section 5: It is recognized that any employee, who participates in or initiates a strike as defined herein may be, subject to disciplinary action.

ARTICLE 28
PROTECTED DISCLOSURE

Section 1: Pursuant to D.C. Code § 1-616.11 *et seq.*, employees shall be free to make a protected disclosure of information, that is not specifically prohibited by statute, by reporting gross mismanagement; gross misuse or waste of public resources or funds; abuse of authority in connection with the administration of a public program or the execution of a public contract; a violation of law, rule or regulation or of a term of contract between the District government and a District government contractor which is not of merely technical or minimal nature; or, a substantial and specific danger to the public health and safety. Said disclosures shall be made to any of the official governmental entities prescribed by law.

Section 2: Pursuant to D.C. Code § 1-616.11 *et seq.*, the Employer's representatives shall not threaten to take or take a prohibited personnel action or otherwise retaliate against an employee because of the employee's protected disclosure or because of an employee's refusal to comply with an illegal order. As defined by the D.C. Code § 1-616.11, prohibited personnel actions include recommended, threatened, or actual termination, demotion, suspension, or reprimand; involuntary transfer, reassignment, or detail; referral for psychiatric or psychological counseling; failure to promote or hire or

take other favorable personnel action; or retaliating in any other manner against an employee.

ARTICLE 29
DISTRIBUTION

The Employer agrees to have printed 1000 copies of the Agreement. The Union will be responsible for all copies over 1000. The parties shall jointly explore the best value for printing consistent with procurement laws.

ARTICLE 30
LIABILITY

Section 1: The Employer shall provide, at its cost, legal representation to any employee who is a named defendant in a civil action arising out of acts committed by the employee within the scope of his/her employment, provided however that such representation is requested by the employee no more than five (5) calendar days after the service of process and that such representation would not pose a conflict of interest or potential conflict of interest.

Section 2: Representation will be provided through the Office of the Corporation Counsel. The decision of the Corporation Counsel on whether to represent an employee shall be final. Should the Corporation Counsel decline to represent the employee, the employee may be represented by any private attorney of his/her choice. The Employer will reimburse the employee for reasonable attorney fees (as determined by the Court) incurred in the employee's defense of the action.

Section 3: Representation will generally not be provided where the employee has been found to have engaged in willful misconduct that has resulted in disciplinary action against him/her as a result of his/her conduct with respect to the matter in question.

ARTICLE 31
DRUG AND ALCOHOL SCREENING

Section 1: The Department agrees to assist career employees who voluntarily concede substance abuse dependency prior to either testing positive for illicit drugs or alcohol test. The employee will be required to enroll and complete a certified substance abuse program. The employee will be subjected to a one-year probationary period and will submit to drug and alcohol testing as frequently as the employer deems appropriate. The employee will be subjected to summary removal for any positive drug or alcohol testing results during this probationary period.

Section 2: A career employee testing positive for drug or alcohol use (in lieu of termination) may be allowed to enroll in a certified substance abuse program and the employee shall be subjected to an eighteen month probationary period. The employee will submit to drug and alcohol testing as frequently as the employer deems appropriate. In making the determination that rehabilitation (in lieu of termination) is appropriate management will consider the employee's performance record, the circumstances for the drug or alcohol use on a case by case basis, and any other objective evaluation factors. Management will retain the right to render the final decision.

ARTICLE 32 **WASH-UP TIME**

Wash-up time of 15 minutes prior to the end of the shift will be made available to buildings and trades employees.

ARTICLE 33 **CONTRACTING OUT**

Section 1: Prior to contracting out which deviates from the Department's past practices, the Employer agrees to consider existing resources, to consult with the Union and to consider the views, recommendations or suggestions offered by the Union.

Section 2: The Department agrees to notify the Union of any contracting out actions which will displace any bargaining unit employee(s). The Employer further agrees to minimize displacement of bargaining unit employees through realignment and retraining consistent with applicable laws and regulations.

ARTICLE 34 **INCENTIVE AWARDS AND PERSONNEL ENTERPRISES COMMITTEE**

The Union shall have membership on any standing Incentive Awards and Personnel Enterprises Committee (Committee) and will be entitled to express its views, make recommendations, and otherwise participate. The Committee shall address incentive awards to the extent not inconsistent with management rights.

ARTICLE 35 **SAVINGS CLAUSE**

In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction, such decision shall not invalidate the entire Agreement, it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

ARTICLE 36
DURATION AND FINALITY OF AGREEMENT

Section 1: This Agreement shall remain in full force and effect until September 30, 2005. The Agreement will become effective upon the Mayor's approval subject to the provisions of D.C. Code § 617.15 (2001 ed.) and ratification by the Union. Additionally, if submitted during fiscal year 2001, the Agreement shall not become effective absent approval by the District of Columbia Financial Responsibility and Management Assistance Authority. If disapproved because certain provisions are asserted to be contrary to applicable law or if not ratified by the Union, the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

Section 2: The parties acknowledge that this contract represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter. The Employer and the Union agree to waive the right to negotiate with respect to any subject or matter referred to or covered or not specifically referred to in this Agreement for the duration of this contract, unless by mutual consent or as provided in this Agreement.

Section 3: In the event that a state of civil emergency is declared by the Mayor (civil disorders, natural disasters, etc.) the provisions of this Agreement may be suspended by the Mayor during the time of the emergency.

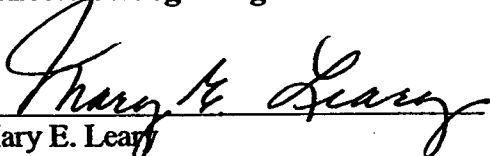
Section 4: This Agreement shall remain in effect until September 30, 2005, in accordance with Section A of this article, and will be automatically renewed for one (1) year periods unless either party gives written notice of its intention to terminate or modify the Agreement no later than 120 days prior to the expiration of the agreement.

Section 5: All terms and conditions of employment not covered by the terms of this Agreement shall continue to be subject to the Employer's direction and control provided, however, that if the Employer desires to institute a major change that has a significant impact upon the terms(s) or condition(s) of employment of the entire bargaining unit or any group of bargaining unit employees, the Employer shall provide the Union with advance notice and upon written request of the Union, the parties shall negotiate the impact of such change.

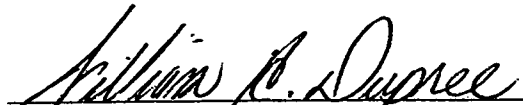
Section 6: All citations to the D.C. Code within this Agreement are to the 1981 Edition, unless stated otherwise.


On this 17th day of September 2002 and in witness to this Collective Bargaining Agreement between the Fraternal Order of Police/Department of Corrections Labor Committee and the District of Columbia Department of Corrections, the parties hereto set their signatures.

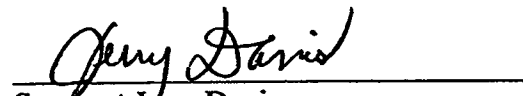
**For the Department of Corrections
and the Office of Labor Relations and
Collective Bargaining:**

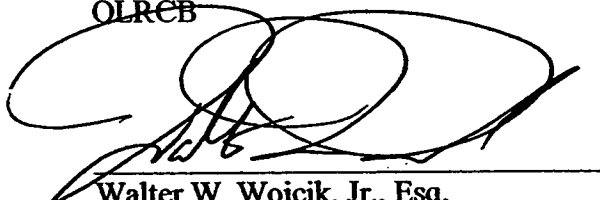

Mary E. Leary
Director, OLRCB

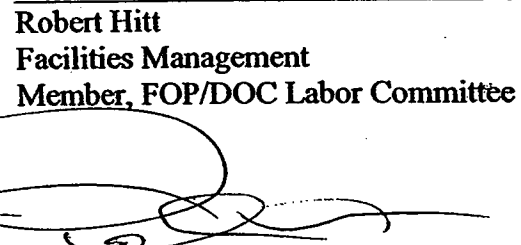
**For the Fraternal Order of Police/
Department of Corrections
Labor Committee:**

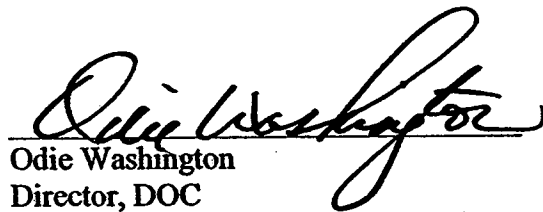

William H. Dupree, Chief Negotiator
FOP/DOC Labor Committee



Michael A. Jacobs, Esq.
Supervisory Labor Relations Specialist
OLRCB



Sergeant Jerry Davis
CDF
Member, FOP/DOC Labor Committee



Walter W. Wojcik, Jr., Esq.
Supervisory Labor Relations Specialist
OLRCB

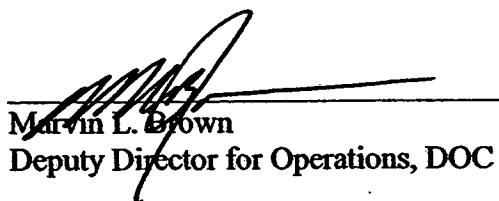

Robert Hitt
Facilities Management
Member, FOP/DOC Labor Committee



Odie Washington
Director, DOC


Pamela Chase, Chairperson
CDF
FOP/DOC Labor Committee


James L. Anthony
Deputy Director, Administration, DOC


Corporal Lawrence Garrison
CF
Member, FOP/DOC Labor Committee


Marvin L. Brown
Deputy Director for Operations, DOC


Corporal Annette Bishop
CF
Member, FOP/DOC Labor Committee

Joan E. Murphy

Joan E. Murphy
Special Projects Officer, DOC

Paulette S. Hutchings

Paulette S. Hutchings
Health Services Program Specialist, DOC

Stanley M. Waldren

Stanley M. Waldren
Supervisory Correctional Officer, DOC

APPROVAL

The Collective Bargaining Agreement between the District of Columbia Department of Corrections and the Fraternal Order of Police/Department of Corrections Labor Committee, dated September 17, 2002, has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (Section 1-617.15(a), D.C. Official Code, 2001 Edition) and is hereby approved this 19th day of December, 2002

Anthony H. Williams
Anthony H. Williams
Mayor

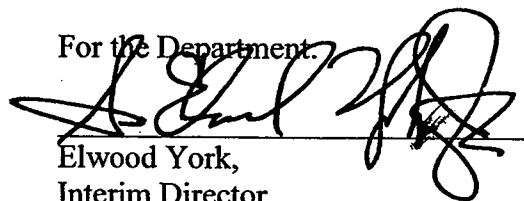
**MEMORANDUM OF AGREEMENT
BETWEEN
THE FRATERNAL ORDER OF POLICE/DEPARTMENT OF CORRECTIONS
LABOR COMMITTEE
AND
THE DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS**

This Memorandum of Agreement (MOA) memorializes the agreement reached between the Fraternal Order of Police/Department of Corrections Labor Committee (Union) and the District of Columbia Department of Corrections (Department or DOC) (jointly referred to herein as "the Parties") addressing the expiration of the Parties current collective bargaining agreement. The current Working Conditions collective bargaining agreement between the Fraternal Order of Police Department of Corrections Labor Committee and the District of Columbia Department of Corrections expires by its terms on September 30, 2005.

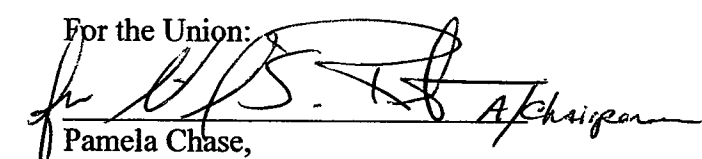
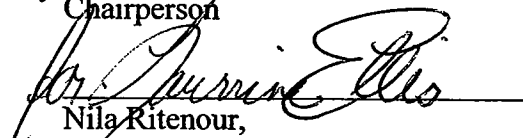
1. The Parties recognize that the terms of this MOA do not, in any way, alter the terms of the Collective Bargaining Agreement (CBA) executed between the Parties in 2002. The terms of this MOA do not expand or limit the rights or duties of the Parties under the terms of the CBA. The terms of this MOA do not, in any way, limit the reservation of certain rights to management, pursuant to D.C. Official Code Section 1-617.08 (2001 Ed.), as amended and Article 2 of the CBA.

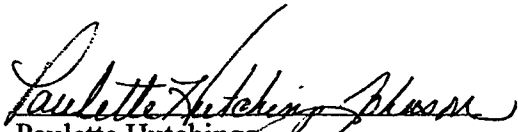
2. The Parties agree to extend the Working Conditions collective bargaining agreement for one year from the September 30, 2005 expiration date. The Parties further agree to re-open negotiations six months into the extension period to insure compliance with the D.C. Official Code provisions requiring simultaneous negotiations of Working Conditions and Compensation negotiations.


Dated in Washington, D.C. this 23rd day of August 2005 by:
mel

For the Department:

Elwood York,
Interim Director

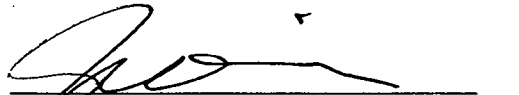
Patricia Britton,
Deputy Director

For the Union:

Pamela Chase,
Chairperson

Nila Ritenour,
Vice- Chairperson

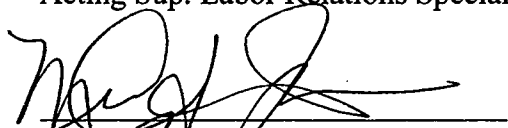

Paulette Hutchings,
Labor Relations Coordinator, DOC



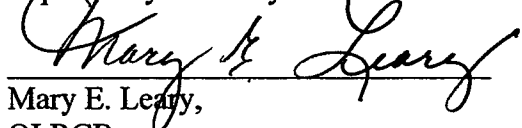
Natasha Campbell,
Labor Relations Specialist



Jonathan O'Neill, Esq.,
Acting Sup. Labor Relations Specialist



Michael A. Jacobs, Esq.,
Supervisory Attorney Advisor



Mary E. Leary,
OLRCB

Attachment P3.2

**COMPENSATION COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

COMPENSATION UNITS 1 AND 2

EFFECTIVE APRIL 1, 2013 – SEPTEMBER 30, 2017

TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	4
1	Wages	4
2	Metro Pass	5
3	Pre-Paid Legal Plan	5
4	District of Columbia Employee Affordable Housing Taskforce	6
5	Benefits Committee	7
6	Benefits	8
7	Overtime	15
8	Incentive Programs	16
9	Call-Back/Call-In/On Call and Premium Pay	18
10	Mileage Allowance	19
11	Annual Leave/Compensatory Time Buy-Out	21
12	Back Pay	21
13	Duty Station Coverage	21
14	Grievances	21
15	Local Environment Pay	22
16	Newly Certified Bargaining Units	24
17	Term and Temporary Employees'	24
18	Savings Clause	25
19	Duration	26
	Classification and Compensation Collaborative Review (Jan, 30, 2001) MOU	Appendix A
	Compensation and Classification Reform Taskforce Initiative (August 26, 2003, MOU)	Appendix B
	Memorandum of Understanding between District of Columbia and Compensation Units 1 and 2 (February 1, 2006)	Appendix C
	On-Call Notification Template (July 26, 2010)	Appendix D

PREAMBLE

This Compensation Agreement is entered into between the Government of the District of Columbia and the undersigned labor organizations representing units of employees comprising Compensation Units 1 and 2, as certified by the Public Employee Relations Board (PERB).

The Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues. The Agreement shall not be reconsidered during its life nor shall either party make any changes in compensation for the duration of the Agreement unless by mutual consent or as required by law.

ARTICLE 1 WAGES

SECTION A: FISCAL YEAR 2013:

Effective the first day of the first full pay period beginning on or after April 1, 2013, the FY 2013 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION B: FISCAL YEAR 2014:

The Parties agree that the District shall set aside the amount equivalent to 1.5% of the total salaries for Compensation Units 1 and 2, as of November 19, 2012, to be used to implement any compensation adjustment required by the Classification and Compensation and Reform Project.

SECTION C: FISCAL YEAR 2015:

Effective the first day of the first full pay period beginning on or after October 1, 2014, the FY 2015 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION D: FISCAL YEAR 2016:

Effective the first day of the first full pay period beginning on or after October 1, 2015, the FY 2016 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

SECTION E: FISCAL YEAR 2017:

Effective the first day of the first full pay period beginning on or after October 1, 2016, the FY 2017 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

**ARTICLE 2
METRO PASS**

The District of Columbia Government shall subsidize the cost of monthly transit passes for personal use by employees by not less than twenty five (\$25.00) per month for employees who purchase and use such passes to commute to and from work.

**ARTICLE 3
PRE-PAID LEGAL PLAN**

SECTION A:

The Employer shall make a monthly contribution of ten dollars (\$10.00) for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make monthly contributions directly to the designated provider of the legal services program.

SECTION B:

The plan shall be contracted for by the Union subject to a competitive bidding process where bidders are evaluated and selected by the Union. The District may present a proposed contract which shall be evaluated on the same basis as other bidders. The contract shall provide that the Employer will be held harmless from any liability arising out of the implementation and administration of the plan by the benefit provider, that the benefit provider will supply utilization statistics to the Employer and the Union upon request for each year of the contract, and that the benefit provider shall bear all administrative costs.

SECTION C:

The parties shall meet to develop procedures to implement the legal plan which shall be binding upon the benefit provider. The procedures shall include an enrollment process.

SECTION D:

To be selected for a contract under this Article, the benefit provider must maintain an office in the District of Columbia; be incorporated in the District and pay a franchise tax and other applicable taxes; have service providers in the District; and maintain a District bank account.

SECTION E:

The Employer's responsibility under the terms of this Article shall be as outlined in Section C of this Article and to make premium payments as is required under Section A of this Article. To the extent that any disputes or inquiries are made by the legal services provider chosen by the Union, those inquiries shall be made exclusively to the Union. The Employer shall only be required to communicate with the Union to resolve any disputes that may arise in the administration of this Article.

**ARTICLE 4
DISTRICT OF COLUMBIA
NEGOTIATED EMPLOYEE ASSISTANCE HOME PURCHASE
PROGRAM**

SECTION A:

The Parties shall continue the Joint Labor-Management Taskforce on Employee Housing.

SECTION B:

Pursuant to the DPM, Part 1, Chapter 3 §301, the District provides a preference for District residents in employment. In order to encourage employees to live and work in the District of Columbia, a joint Labor-Management Task Force on Employee Housing was established during previous negotiations with Compensation Units 1 & 2. The Taskforce strives to inform employees of the programs currently available for home ownership in the District of Columbia. Additionally, the Taskforce collaborates with other government agencies including the Department of Housing and Community Development and the District's Housing Finance Agency to further affordable housing opportunities for bargaining unit employees, who have been employed by the District Government for at least one year.

SECTION C:

The parties agree that \$500,000.00 will be set aside to be used toward Negotiated employee Assistance Home Purchase Program (NEAHP) for the duration of the Agreement. If at any time, the funds set aside have been depleted, the Parties will promptly convene negotiations to provide additional funds for the program.

SECTION D:

Any funds set aside in Fiscal Years 2014, 2015, 2016 and 2017 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Units 1 and 2 Agreement. All funds set aside for housing incentives shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY 2014 – FY 2017.

**ARTICLE 5
BENEFITS COMMITTEE**

SECTION A:

The parties agree to continue their participation on the District's Joint Labor-Management Benefits Committee for the purpose of addressing the benefits of employees in Compensation Units 1 and 2. The Benefits Committee shall meet quarterly, in January, April, July and October of each year.

SECTION B: RESPONSIBILITIES:

The Parties shall be authorized to consider all matters that concern the benefits of employees in Compensation Units 1 and 2 that are subject to mandatory bargaining between the parties. The Parties shall be empowered to address such matters only to the extent granted by the Unions in Compensation Units 1 and 2 and the District of Columbia Government. The parties agree to apply a system of expedited arbitration if necessary to resolve issues that are subject to mandatory bargaining. The Committee may, by consensus, discuss and consider other benefit issues that are not mandatory bargaining subjects.

SECTION C:

The Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Optical and Dental Insurance Plans for employees in Compensation Units 1 and 2.
2. Recommend changes and enhancements in Health, Optical and Dental benefits for employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2001 ed.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitation of bids and make recommendations to the contracting officer concerning the selection of providers following the receipt of bids, consistent with Chapter 4 of the D.C. Official Code (2001 ed.).

4. Following the receipt of bids to select health, dental, optical, life and disability insurance providers, the Union's Chief Negotiator shall be notified to identify no more than two individuals to participate in the RFP selection process.
5. Explore issues concerning the workers' compensation system that affect employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2001 ed.).
6. The Union shall be notified of proposed benefit programs to determine the extent to which they impact employees in Compensation Units 1 and 2. Upon notification, the Union shall inform the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns it has regarding the impact on employees in Compensation Units 1 and 2.

ARTICLE 6 BENEFITS

SECTION A: LIFE INSURANCE:

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2001 Edition) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2001 Edition) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2001 Edition) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard	Provides \$10,000 additional coverage	Cost determined by age
Option B – Additional	Provides coverage up to five times the employee's annual salary	Cost determined by age and employee's salary
Option C – Family	Provides \$5,000 coverage for the eligible spouse and \$2,500 for each eligible child.	Cost determined by age.

Employees must contact their respective personnel offices to enroll or make changes in their life insurance coverage.

SECTION B: HEALTH INSURANCE:

1. Pursuant to D.C. Official Code §1-621.02 (2001 Edition), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance coverage provided by the District of Columbia.

(a) Health insurance coverage shall provide 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, representatives of Compensation Units 1 and 2 and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in this program.

(b) The District may elect to provide additional health care providers for employees employed after September 30, 1987, 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 Units 1 & 2 representatives notice of the proposed additions.

(c) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The District of Columbia Government shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code §1-621.01 (2001 Edition), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. This program is administered by United States Office of Personnel Management.

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 advance request.

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 Units 1 & 2 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 (2001 Edition), 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 of Columbia laws.

SECTION F: SICK LEAVE:

1. In accordance with District of Columbia Official Code §1-612.03 (2001 Edition), a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days in a calendar year.

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 D.C. Official Code §1-612.03(m) (2001 Edition).

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 Edition).

3. **Funeral Leave:**

a. An employee is entitled to two (2) days 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 edition), and related laws), and parents thereof, children (including adopted and foster children and children of whom the employee is legal guardian 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) (2001 Edition).

SECTION H: PRE-TAX BENEFITS:

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), 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. CIVIL SERVICE RETIREMENT SYSTEM: SPECIAL RETIREMENT PROVISIONS FOR LAW ENFORCEMENT OFFICERS:

Employees first hired by the District of Columbia Government before October 1, 1987, who are subject to the provisions of the CSRS and determined to be:

- (a) a "law enforcement officer" within the meaning of 5 U.S.C. §8331(20)(D);
and
- (b) eligible for benefits under the special retirement provision for law enforcement officers;

shall continue to have their retirement benefits administered by the U. S. Office of Personnel Management in accordance with applicable law and regulation.

3. DEFINED CONTRIBUTION PENSION PLAN:

Section A:

The District of Columbia shall continue the Defined Contribution Pension Plan currently in effect which includes:

(1) All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan.

(2) As prescribed by §1-626.09(c) of the D.C. Official Code (2001 Edition) 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.

(3) As prescribed by §1-626.09(d) of the D.C. Official Code (2001 Edition) the District shall contribute an amount not less than an additional .5% of a detention officer's base salary to the same plan.

(4) Compensation Units 1 and 2 Joint Labor Management Technical Advisory Pension Reform Committee

(a) Establishment of the Joint Labor-Management Technical Advisory Pension Reform Committee (JLMTAPRC or Committee)

(1) The Parties agree that employees should have the security of a predictable level of income for their retirement after a career in public service. In order to support the objective of providing retirement income for employees hired on or after October 1, 1987, the District shall plan and implement an enhanced retirement program effective October 1, 2008. The enhanced program will consist of a

deferred compensation component and a defined benefit component.

(2) Accordingly, the Parties agree that the JLMTAPRC is hereby established for the purpose of developing an enhanced retirement program for employees covered by the Compensation Units 1 and 2 Agreement.

(b) Composition of the JLMTAPRC

The Joint Labor-Management Technical Advisory Pension Reform Committee will be composed of six (6) members, three (3) appointed by labor and three (3) appointed by management, and the Chief Negotiators (or his/her designee) of Compensation Units 1 and 2. Appointed representatives must possess a pension plan background including but not limited to consulting, financial or actuarial services. In addition, an independent consulting firm with demonstrated experience in pension plans design and actuarial analysis will support the Committee.

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

- Plan and design an enhanced retirement program for employees hired on or after October 1, 1987 with equitable sharing of costs and risks between employee and employer;
- Establish a formula cap for employee and employer contributions;
- Establish the final compensation calculation using the highest three-year consecutive average employee wages;
- Include retirement provisions such as disability, survivor and death benefits, health and life insurance benefits;
- Design a plan sustainable within the allocated budget;
- Draft and support legislation to amend the D.C. Code in furtherance of the "Enhanced Retirement Program."

(d) Duration of the Committee

The Committee shall complete and submit a report with its recommendations to the City Administrator for the District of Columbia within one hundred and twenty (120) days after the effective date of the Compensation Units 1 and 2 Agreement.

4. TIAA-CREF PLAN:

For eligible education service employees at the University of the District of Columbia hired by the University or a predecessor institution, the University will contribute an amount not less than seven percent (7%) of their base salary to the Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF).

SECTION J: HOLIDAYS:

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) 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) Emancipation Day, April 16th;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year;
and
- (k) Christmas Day, December 25th of each year.

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 7 OVERTIME

SECTION A: Overtime Work:

Hours of work authorized in excess of eight (8) hours in a pay status in a day or forty (40) hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the eight (8) hours shift or the forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked a sixteen (16) hour shift (back-to-back) and takes unscheduled leave for an eight (8) hour period following the back-to-back shift or where an employee has indicated his/her preference not to work overtime and the Employer has no other option but to order the employee to work overtime. Scheduled leave is leave requested and approved prior to the close of the preceding shift.

SECTION B: Compressed, Alternate and Flexible Schedules:

1. Compressed, Alternate and Flexible schedules may be jointly determined within a specific work area that modifies this overtime provision (as outlined in Section A of this Article) but must be submitted to the parties to this contract prior to implementation. This Agreement to jointly determine compressed schedules does not impact on the setting of the tour of duty.

2. When an employee works a Compressed, Alternate, and Flexible schedule, which generally means (1) in the case of a full-time employee, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and (2) in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays, the employee would receive overtime pay or compensatory time for all hours in a pay status in excess of his/her assigned tour of duty, consistent with the 2004 District of Columbia Omnibus Authorization Act, 118 Stat. 2230, Pub. L. 108-386 Section (October 30, 2004).

3. The purpose of this Section is to allow for authorized Compressed, Alternate, and Flexible time schedules which exceed eight (8) hours in a day or 40 hours in a week to be deemed the employee's regular tour of duty, and not be considered and not be considered overtime within the confines of the specific compressed work schedule and this Article. Bargaining unit members so affected would receive overtime or compensatory time for all hours in pay status in excess of their assigned tour of duty.

SECTION C:

Subject to the provisions of Section D of this Article, an employee who performs overtime work shall receive either pay or compensatory time at a rate of time and one-half (1-1/2) for each hour of work for which overtime is payable.

SECTION D:

Bargaining Unit employees shall receive overtime pay unless the employee and the supervisor mutually agree to compensatory time in lieu of pay for overtime work. Such mutual agreement shall be made prior to the overtime work being performed.

SECTION E:

Paramedics and Emergency Medical Services Technicians employed by the Fire and Emergency Medical Services Department and represented by the American Federation of Government Employees, Local 3721 shall earn overtime after they have worked 40 hours in a week.

**ARTICLE 8
INCENTIVE PROGRAMS**

PART I - SICK LEAVE INCENTIVE PROGRAM:

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

SECTION A:

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

SECTION B:

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

SECTION C:

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D:

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

SECTION E:

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

SECTION F:

This program shall be in effect in Fiscal Years 2014, 2015, 2016 and 2017.

PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:

In order to recognize employees' productivity through their accomplishment of established goals and objectives, special acts toward the accomplishment of agency initiatives, demonstrated leadership in meeting agency program and/or project goals and/or the District's Strategic Plan initiatives, the Employer, in accordance with criteria established by the High Performance Workplace Committee agrees to establish pilot incentive programs within agencies, including time off without loss of pay or charge to leave as an incentive award. The District of Columbia Government Office of Labor Management Partnerships and the District of Columbia Incentive Awards Committee may serve as resources at the request of the parties in the implementation of the pilot incentive programs within agencies.

ARTICLE 9

CALL-BACK/CALL-IN/ON-CALL AND PREMIUM PAY

SECTION A: CALL-BACK

A minimum of four (4) hours of overtime, shall be credited to any employee who is called back to perform unscheduled overtime work on a regular workday after he/she completes the regular work schedule and has left his/her place of employment.

SECTION B: CALL-IN

1. When an employee is called in before his/her regular tour of duty to perform unscheduled overtime and there is no break before the regular tour is to begin, a minimum of two (2) hours of overtime shall be credited to the employee.

2. A minimum of four (4) hours of overtime work shall be credited to any employee who is called in when not scheduled and informed in advance, on one of the days when he/she is off duty.

SECTION C: ON-CALL

1. An employee may be required to be on call after having completed his/her regular tour of duty. The employer shall specify the hours during which the employee is on call; and shall compensate the employee at a rate of twenty-five percent (25%) of his/her basic rate of pay for each hour the employee is on call.

2. The employee's schedule must specify the hours during which he/she will be required to remain on-call. On call designation will be made on the form attached as Appendix 1.

SECTION D: HOLIDAY PAY

An employee who is required to work on a legal holiday falling within his or her regular basic workweek, shall be paid at the rate of twice his or her regular basic rate of pay for not more than eight (8) hours of such work.

SECTION E: NIGHT DIFFERENTIAL

An employee shall receive night differential pay at a rate of ten percent (10%) in excess of their basic day rate of compensation when they perform night work on a regularly scheduled tour of duty falling between 6:00 p.m. and 6:00 a.m. Employees shall receive night differential in lieu of shift differential.

SECTION F: PAY FOR SUNDAY WORK

A full-time employee assigned to a regularly scheduled tour of duty, any part of which includes hours that fall between midnight Saturday and midnight Sunday, is entitled to Sunday premium pay for each hour of work performed which is not overtime work and which is not in excess of eight (8) hours for each tour of duty which begins or ends on Sunday. Sunday premium pay is computed as an additional twenty-five percent (25%) of the employee's basic rate of compensation.

SECTION G: ADDITIONAL INCOME ALLOWANCE FOR CHILD AND FAMILY SERVICES

1. The Additional Income Allowance (AIA) program within the Child and Family Services Agency (CFSA) which was established pursuant to the "Personnel Recruitment and Retention Incentives for Child and Family Services Agency Compensation System Changes Emergency Approval Resolution of 2001", Council Resolution 14-53 (March 23, 2001) and as contained in Chapter 11, Section 1154 of the District Personnel Manual, "Recruitment and Retention Incentives – Child and Family Services Agency," shall remain in full force and effect during the term of this Agreement.
2. The Administration of the AIA within CFSA shall be governed by the implementing regulations established in Child and Family Services Agency, Human Resources Administration Issuance System, HRA Instruction No. IV.11-3.

3. **OTHER SUBORDINATE AGENCIES WITH SIGNIFICANT RECRUITMENT AND RETENTION PROBLEMS**

Subordinate agencies covered by this Agreement may provide additional income allowances for positions that have significant recruitment and retention problems consistent with Chapter 11, Part B, Section 1143 of the District Personnel Manual.

**ARTICLE 10
MILEAGE ALLOWANCE**

SECTION A:

The parties agree that the mileage allowance established for the employees of the Federal Government who are authorized to use their personal vehicles in the performance of their official duties shall be the rate for Compensation Units 1 and 2 employees, who are also authorized in advance, by Management to use their personal vehicles in the performance of their official duties.

SECTION B:

To receive such allowance, authorization by Management must be issued prior to the use of the employee's vehicle in the performance of duty. Employees shall use the appropriate District Form to document mileage and request reimbursement of the allowance.

SECTION C:

1. Employees required to use their personal vehicle for official business if a government vehicle is not available, who are reimbursed by the District on a mileage basis for such use, are within the scope of the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2001 Edition)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business if a government vehicle is not available may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

SECTION D:

No employee within Compensation 1 and 2 shall be required to use his/her personal vehicle unless the position vacancy announcement, position description or other pre-hire

documentation informs the employee that the use of his/her personal vehicle is a requirement of the job.

SECTION E:

Employees required as a condition of employment to use their personal vehicle in the performance of their official duties may be provided a parking space or shall be reimbursed for non-commuter parking expenses, which are incurred in the performance of their official duties.

ARTICLE 11
ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT

SECTION A:

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive such payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

SECTION B:

The lump-sum payment shall be computed on the basis of the employee's rate at the time of separation in accordance with such personnel regulations.

ARTICLE 12
BACK PAY

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. The responsible Agency shall submit the SF-52 and all other required documentation to the Department of Human Resources within thirty (30) days upon receipt from the employee of relevant documentation.

ARTICLE 13
DUTY STATION COVERAGE

The Fire and Emergency Medical Services employees and the correctional officers at the Department of Corrections and the Department of Youth Rehabilitative Services who are covered under Section 7(k) of the Fair Labor Standards Act shall be compensated a minimum of one hour pay if required to remain at his/her duty station beyond the normal tour of duty.

ARTICLE 14 GRIEVANCES

SECTION A:

This Compensation Agreement shall be incorporated by reference into local working conditions agreements in order to utilize the grievance/arbitration procedure in those Agreements to consider alleged violations of this Agreement.

SECTION B:

Grievances concerning compensation shall be filed with the appropriate agency and the Office of Labor Relations and Collective Bargaining under the applicable working conditions agreement.

ARTICLE 15 LOCAL ENVIRONMENT PAY

SECTION A:

Each department or agency shall eliminate or reduce to the lowest level possible all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the hazard, physical hardship, or unusual nature of the working condition, additional pay is warranted. Even though additional pay for exposure to a hazard, physical hardship, or unusual working condition is authorized, there is a responsibility on the part of a department or agency to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or unusual working condition. The existence of pay for exposure to hazardous working conditions or hardships in a local environment is not intended to condone work practices that circumvent safety laws, rules and regulations.

SECTION B:

Local environment pay is paid for exposure to (1) a hazard of an unusual nature which could result in significant injury, illness, or death, such as on a high structure when the hazard is not practically eliminated by protective facilities or an open structure when adverse conditions exist, e.g., darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity; (2) a physical hardship of an unusual nature under circumstances which cause significant physical discomfort in the form of nausea, or skin, eye, ear or nose irritation, or conditions which cause abnormal soil of body and clothing, etc., and where such distress or discomfort is not practically eliminated.

SECTION C:

Wage Grade (WG) employees as listed in Chapter 11B, Appendix C of the DPM and any other employee including District Service (DS) employees as determined pursuant to Section 4 of this Article and Chapter 11B, Subpart 10.6 of the DPM are eligible for environmental differentials.

SECTION D:

The determination as to whether additional pay is warranted for workplace exposure to environmental hazards, hardships or unusual working conditions may be initiated by an agency or labor organization in accordance with the provisions of Chapter 11B, Subpart 10.6 of the DPM.

SECTION E:

Employees eligible for local environment pay under the terms of this Agreement shall be compensated as follows:

1. **Severe Exposure.** Employees subject to “Severe” exposure shall receive local environment pay equal to twenty seven percent (27%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “severe” exposure:

- High Work

2. **Moderate Exposure.** Employees subject to “Moderate” exposure shall receive local environment pay equal to ten percent (10%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “moderate” exposure:

- Explosives and Incendiary
Materials – High Degree Hazard
- Poison (Toxic Chemicals)
– High Degree Hazard
- Micro Organisms
– High Degree Hazard

3. **Low Exposure.** Employees subject to “Low” exposure shall receive local environment pay equal to five percent (5%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for “low” exposure:

- Dirty Work
- Cold Work
- Hot Work
- Welding Preheated metals

- Explosives and Incendiary Materials
 - Low Degree Hazard
- Poison (Toxic Chemicals)
 - Low Degree Hazard
- Micro Organisms
 - Low Degree Hazard

SECTION F:

These changes to local environment pay shall not take effect until the payroll modules of PeopleSoft are implemented by the District of Columbia.

**ARTICLE 16
NEWLY CERTIFIED BARGAINING UNITS**

For units placed into a new compensation unit, working conditions or non-compensatory matters shall be negotiated simultaneous with negotiations concerning compensation. Where the agreement is for a newly certified collective bargaining unit assigned to an existing compensation unit, the parties shall proceed promptly to negotiate simultaneously any working conditions, other non-compensatory matters, and coverage of the compensation agreement. There should not be read into the new language any intent that an existing compensation agreement shall become negotiable when there is a newly certified collective bargaining unit. Rather, the intent is to require prompt negotiations of non-compensatory matters as well as application of compensation (e.g., when pay scale shall apply to the newly certified unit).

**ARTICLE 17
TERM AND TEMPORARY EMPLOYEES**

The District of Columbia recognizes that many temporary and term employees have had their terms extended 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 District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

SECTION A:

Joint labor-management committees established in each agency/program in the Compensation Units 1 and 2 collective bargaining agreement which was effective through September 30, 2010, shall continue and will identify temporary and term employees whose current term and or temporary appointments extend to September 30, 2006, and who perform permanent services in District agency programs.

SECTION B:

Each Agency and Local Union shall review all term appointments within the respective agencies to determine whether such appointments are made and maintained consistent with applicable law. The Union shall identify individual appointments it believes to be contrary to applicable law and notify the Agency. The Agency shall provide the Union reason(s) for the term or temporary nature of the appointment(s), where said appointments appear to be contrary to law. If an employee has been inappropriately appointed to or maintained in a temporary or term appointment, the Agency and the Union shall meet to resolve the matter.

SECTION C:

The agency shall convert bargaining unit temporary and term employees identified by the joint labor-management committees, who perform permanent services, who are in a pay status as of September 30, 2010, and are paid from appropriated funding to the career service prior to the end of the FY 2013 – FY 2017 Compensation Agreement.

SECTION D:

Prior to the end of the FY 2013 – FY 2017 Compensation Agreement, to the extent not inconsistent with District or Federal law and regulation, the District shall make reasonable efforts to convert to the career service temporary and term bargaining unit employees identified by the joint labor-management committees who perform permanent services, are in a pay status as of September 30, 2017, are full-time permanent positions, and are paid through intra-district funding or federal grant funding.

SECTION E:

Employees in term or temporary appointments shall be converted to permanent appointments, consistent with the D.C. Official Code.

SECTION F:

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

SECTION G:

A Joint-Labor Management Committee shall consist of one (1) representative from each national union comprising Compensation Units 1 and 2. The District shall appoint an equal number of representatives. The Committee will facilitate the implementation of this Article should difficulties arise in the Joint-Labor Management Committees set forth in Section A.

ARTICLE 18
SAVINGS CLAUSE

SECTION A:

Should any provisions of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted law or by decree of a court or administrative agency of competent jurisdiction, such invalidation shall not affect any other part or provision hereof. Where appropriate, the parties shall meet within 120 days to negotiate any substitute provision(s).

SECTION B:

The terms of this contract supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein.


ARTICLE 19
DURATION

This Agreement shall remain in full force and effect through September 30, 2017. On this _____ day of _____ 2013, and as witness the parties hereto have set their signature.

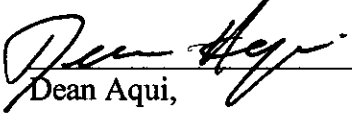
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2013

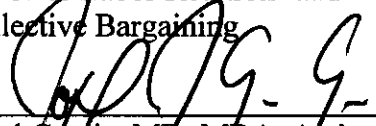
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



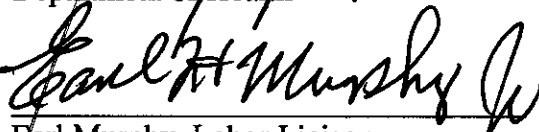
Natasha Campbell, Director
Office of Labor Relations and
Collective Bargaining



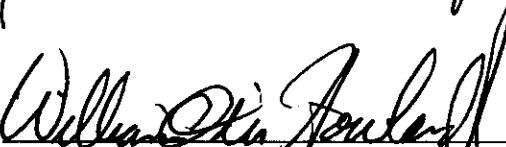
Dean Aquino,
Supervisory Attorney Advisor
Office of Labor Relations and
Collective Bargaining



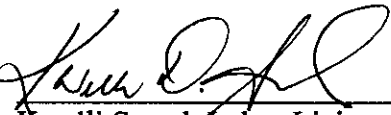
Joxel Garcia, MD, MBA, Acting Director
Department of Health



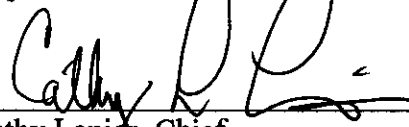
Earl Murphy, Labor Liaison
Department of Health



William Howland, Director
Department of Public Works

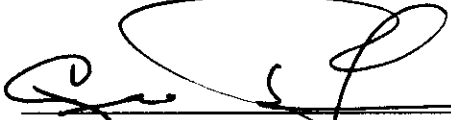


Kwelli Sneed, Labor Liaison
Department of Public Works




Cathy Lanier, Chief
Metropolitan Police Department

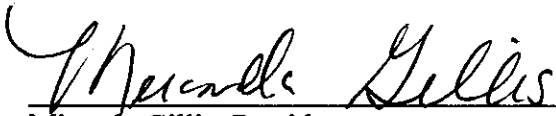
FOR THE UNIONS



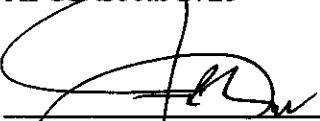
Geo T. Johnson, Chief Negotiator
Compensation Units 1 and 2



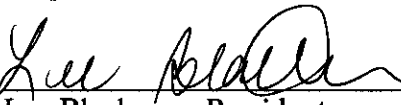
James Ivey, President
AFSCME Local 2091




Miranda Gillis, President
AFGE Local 2725




John Rosser, Chairman
Fraternal Order of Police/Department of
Corrections Labor Committee



Lee Blackmon, President
National Association of Government
Employees, R3-07



Ben Butler, President
AFGE Local 2741




Cynthia Perry, Staff Representative
1199 NUCHHE


Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2013

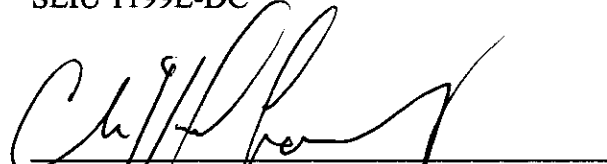
Mark Viehmeyer, Labor Liaison
Metropolitan Police Department



Lisa Wallace, Vice President
SEIU 1199E-DC



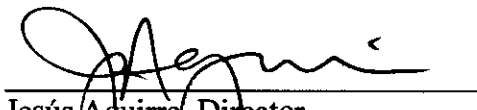
Kenneth Ellerbe, Chief
DC Fire and Emergency Medical Services



Clifford Lowrey, President
AFGE Local 1975


Brian Lee
DC Fire and Emergency Medical Services

Sabrina Brown, President
AFSCME Local 2401




Jesús Aguirre, Director
Department of Parks and Recreation


Reginald Walker, President
AFSCME Local 1200



Jamarj Johnson, Labor Liaison
Department of Park and Recreation



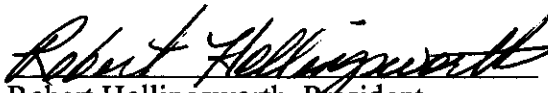
Cliff Dedrick, President
AFSCME Local 2743



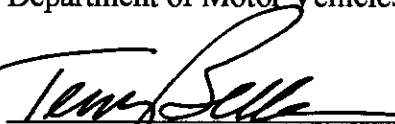
Lucinda Babers, Director
Department of Motor Vehicles

Kenneth Lyons, President
AFGE Local 3721


Odessa Nance, Labor Liaison
Department of Motor Vehicles



Robert Hollingsworth, President
AFSCME Local 2776



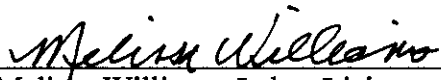
Terry Bellamy, Director
Department of Transportation




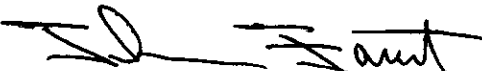
Antoinette White-Richardson, President
AFSCME Local 1808


Compensation Units One and Two Collective Bargaining Agreement


Signed: July, 2013

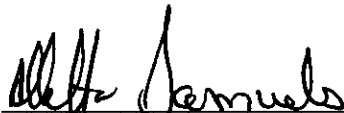

Melissa Williams, Labor Liaison
Department of Transportation



Robert Mayfield, President
AFGE Local 2978



Thomas Faust, Director
Department of Corrections

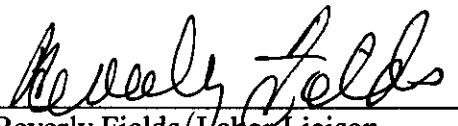

Timothy Traylor, President
AFGE Local 383



Paulette Johnson-Hutchings,
Labor Liaison
Department of Corrections



~~Richard Campbell~~, President Alletta Samuel
AFGE Local 1000

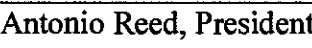

Marie Lydie Merre-Louis
Chief Medical Examiner
Office of the Chief Medical Examiner

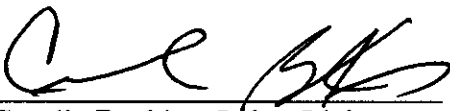

Walter Jones, President
AFSCME Local 2087


Beverly Fields, Labor Liaison
Office of the Chief Medical Examiner



Barbara Milton, President
AFGE Local 631

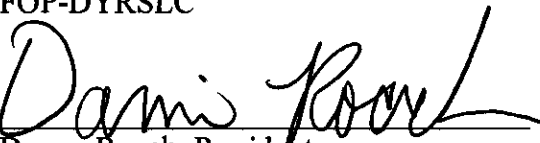

Brian Hanlon, Director
Department of General Services


Antonio Reed, President
NAGE R3-05


Cecelia Banks, Labor Liaison
Department of General Services


Cedric Crawley
FOP-DYRSLC


Phillip A. Lattimore, III, Director
Office of Risk Management



Darren Roach, President
AFSCME Local 877

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

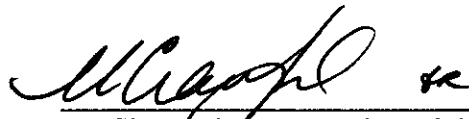
Amy Mauro, Labor Liaison
Office of Risk Management

Sheila Bailey-Wilson, President
AFSCME Local 709

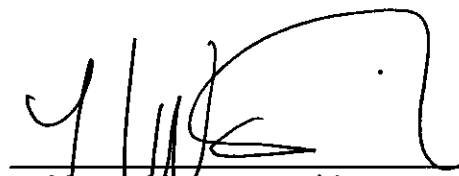


Emily Duso, Interim State
Superintendent of Education
Office of the State Superintendent
Of Education

Johnnie Walker, Representative
AFGE Local 3444




RaeShawn Crosson, Labor Liaison
Office of the State Superintendent
Of Education




Keith Washington, President
AFSCME Local 2092

Dr. Natwar Gandhi,
Chief Financial Officer
Office of the Chief Financial Officer


Mary Horne, President
AFSCME Local 2095



Paul Lundquist, Labor Liaison
Office of the Chief Financial Officer



Phillip A. Lattimore, III, Director
Office of Risk Management



Wayne M. Turnage, Director
Department of Health Care Finance

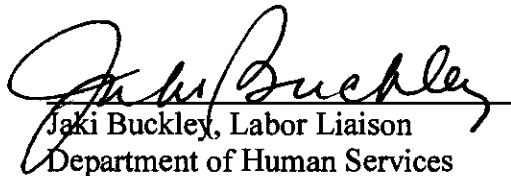
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

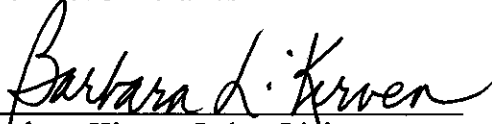
Portia Shorter, Labor Liaison
Department of Health Care Finance



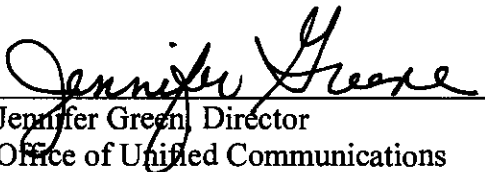
David Berns, Director
Department of Human Services

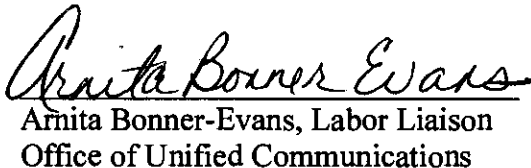

Jaki Buckley, Labor Liaison
Department of Human Services

Ginnie Cooper, Executive Director
DC Public Libraries



Barbara Kirven, Labor Liaison
DC Public Libraries


Jennifer Green, Director
Office of Unified Communications

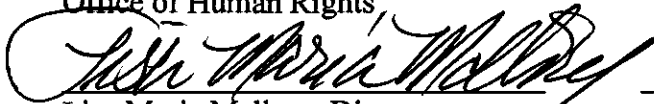

Armita Bonner-Evans, Labor Liaison
Office of Unified Communications

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012


Gustavo F. Velasquez, Director
Office of Human Rights

Ayanna Lee, Labor Liaison
Office of Human Rights




Lisa Maria Mallory, Director
Department of Employment Services


Rahsaan J. Coefield, Labor Liaison
Department of Employment Services




William P. White, Commissioner
Department of Insurance, Securities
And Banking



Margaret Schwender, Labor Liaison
Department of Insurance, Securities
And Banking



Nicholas A. Majett, Director
Department of Consumer and
Regulatory Affairs

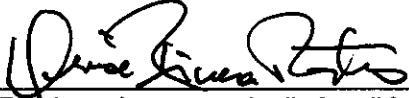


Donald Tatum, Labor Liaison
Department of Consumer and
Regulatory Affairs

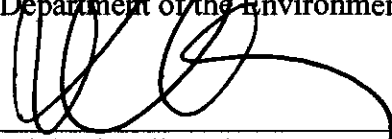
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012

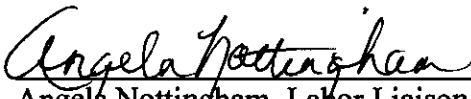
Keith Anderson, Director
Department of the Environment



Denise Rivera-Portis, Labor Liaison
Department of the Environment




Michael Kelly, Director
Department of Housing and
Community Development



Angela Nottingham, Labor Liaison
Department of Housing and
Community Development

Dr. James E. Lyons, Sr., Interim President
University of the District of Columbia

_____, Labor Liaison
University of the District of Columbia



Neil Stanley, Director
Department of Youth Rehabilitation
Services

Tania Mortensen, Labor Liaison
Department of Youth Rehabilitation
Services



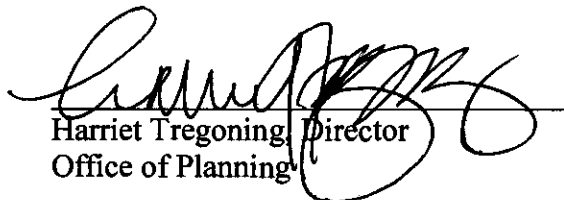
Vikkie Garay, Labor Liaison
Department of General Services

Compensation Units One and Two Collective Bargaining Agreement


Signed: July, 2012

Ron M. Linton, Commissioner
DC Taxicab Commission

Patty Mason, Labor Liaison
DC Taxicab Commission



Harriet Tregoning, Director
Office of Planning



Sandra Harp, Labor Liaison
Office of Planning

Eric E. Richardson, Executive Director
Office of Cable Television

Angela Harper, Labor Liaison
Office of Cable Television

Robert Mancini, Chief Technology Officer
Office of the Chief Technology Officer

Christina Fleps, Labor Liaison
Office of the Chief Technology Officer

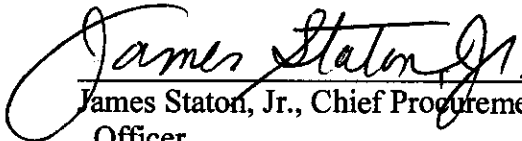
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2012



Laura L. Nuss, Director
Department of Disability Services

Kehinde Asuelimen, Labor Liaison
Department of Disability Services



James Staton, Jr., Chief Procurement
Officer
Office of Contracting and Procurement



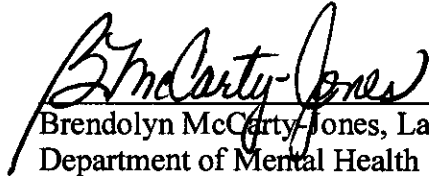
Shirley Danner, Labor Liaison
Office of Contracting and Procurement



Stephen Baron, Director
Department of Mental Health



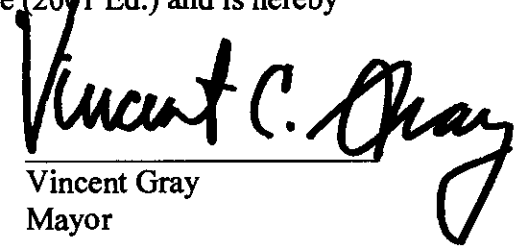
Frankie T. Wheeler, Director,
Human Resources
Department of Mental Health



Brendolyn McCarty-Jones, Labor Liaison
Department of Mental Health

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated April 12, 2012, 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 10 day of July, 2013.


Vincent Gray
Mayor

APPENDIX A

Memorandum of Understanding


Between
Compensation Units 1 & 2
and
The District of Columbia
Concerning Classification and Compensation Collaborative Review

"The Parties hereby agree that in order to support the objective of rewarding a high performance workforce, a training program for all bargaining committee members shall be developed by a joint labor-management committee. The Committee will be composed of sixteen members, eight appointed by labor and eight appointed by management, and the Chief and Co-Chief negotiators of Compensation Units 1 & 2. This training program shall enhance the understanding of compensation and classification concepts and explore the appropriateness and application of high performance rewards to the District's workforce.

Furthermore, the Parties hereby agree that the District and the Unions shall commence a joint labor-management classification and compensation collaborative review of District jobs. This project shall examine the current classification and compensation systems in order to ensure that job classifications fairly represent actual work performed by District employees as well as the appropriateness of the District's current classification and compensation systems.

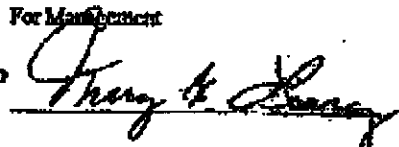
In order to support the training, classification and compensation joint labor-management initiatives, it is understood that the District shall retain the services of The Segal Company to assume the role of the lead consultant with these projects."

For Labor



David J. Schlein

For Management



Henry H. Harvey

January 30, 2001

APPENDIX B

**MEMORANDUM OF AGREEMENT
BETWEEN THE
DISTRICT OF COLUMBIA
AND
COMPENSATION UNITS 1 AND 2
CLASSIFICATION AND COMPENSATION REFORM TASK FORCE INITIATIVES**

Pursuant to the terms of the "Memorandum of Understanding Between Compensation - Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review," which was incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units I and 2, FY 2001-FY 2003 ("Compensation Agreement"), the District of Columbia Government and the Unions in Compensation Units I and 2, established the Joint Labor-Management Classification and Compensation Reform Task Force (Joint Task Force). In addition, under the terms of the Compensation Agreement, the District Government agreed to set aside certain funding in fiscal years 2002 and 2003, which would be used by the Joint Task Force to implement initiatives designed to reform the District's compensation and classification systems.

The Compensation Agreement provides that in FY 2003 the District shall invest the equivalent of a minimum of one percent (1 %) increase in the aggregate salaries of Compensation Units 1 and 2 ("1 % Set-aside") toward classification and compensation reform. The District expended a portion of the 1 % Set-aside to implement the first significant change to the compensation system in the District by changing the pay progression of Compensation Units 1 and 2 employees, or how employees move between steps within a grade. The Joint Task Force has also agreed to begin the first classification reform project by reviewing the position classifications in each of the 9 occupational pay groups and where appropriate reclassify positions and adjust the grades and rates of pay for the reclassified positions.

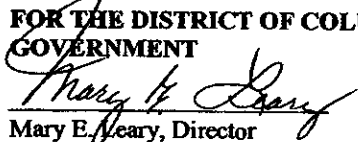
The Joint Task Force classification review will begin in August 2003, with a review of positions in the clerical/administrative occupational group and specific classification series and/or positions, which the Joint Task Force has determined, requires immediate review. The Joint Task Force has agreed that the District shall expend the unencumbered FY 2003 1% Set-aside fund balance under the terms of the Compensation Agreement, to fund increases in salaries or make other pay adjustments for employees in Compensation Units 1 and 2 who occupy positions the grade and/or the rate of pay of which is changed because of reclassification, re-grading, rate adjustment or changes in the District's classification and/or compensation policy as part of the classification reform project initiated by the Joint Task Force in FY 2003.

The Joint Task Force has agreed to apply any rate adjustment retroactively to a date in FY 2003. The retroactive date of implementation will be determined based on the number of employees affected and the unexpended balance of the 1% set-aside. That is pay adjustments will be made in affected employees' pay retroactive to the date permitted by the fund balance. Payment to employees should be made by March 31, 2004.

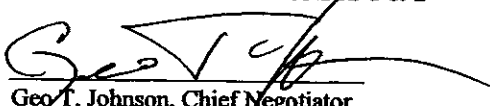
Further, the contracting parties agree that amounts hereafter designated through collective bargaining for classification and compensation collaborative review under the terms of the FY 2004 to FY2006 Compensation Units 1 and 2 Agreement, shall be accorded similar treatment for purposes of implementation. Specifically, any funds set aside in the Fiscal Years 2004, 2005 or 2006 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Unit 1 and 2 agreement. Provided however, that all funds set aside for compensation and classification reform shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY2004 – FY2006.

AGREED, this 26th day of August, 2003.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


Mary E. Neary, Director
Office of Labor Relations
and Collective Bargaining

FOR COMPENSATION UNITS 1 & 2


Geo. T. Johnson, Chief Negotiator
Compensation Units 1 and 2

Union Proposal
2/1/06

Memorandum of Understanding
Between
Compensation Units 1 and 2 and the District of Columbia

The "Memorandum of Understanding between Compensation Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review" was initially incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units 1 and 2 covering fiscal years 2001 through 2003.

Pursuant to the terms of this MOU, the joint Labor Management Classification and Compensation Reform Task Force (LMCCRTF) shall:

1. Effective March 1, 2006, this joint labor management committee established pursuant to the terms of the Compensation Units 1 and 2 collective bargaining agreements (the LMCCRTF) shall be administered under the District's Office of Labor Relations and Collective Bargaining (OLRCB);
2. The LMCCRTF shall have eight (8) voting representatives from labor including representatives from each national labor union comprising Compensation Units 1 and 2 and the District's OLRCB shall appoint an equal number of management representatives;
3. Outside consultants and other subject matter experts are not members of the LMCCRTF and shall not have voting rights in the LMCCRTF. However, such persons may be invited to attend said meetings only when they are presenting information relevant to the task;
4. The funds from the LMCCRTF for fiscal years FY 2004 through FY 2006 shall be used to implement the new pay schedules the last pay period of September 2006, which are attached as Appendices A(1) through A(8) to management's proposals for base wage increases for the contract beginning October 1, 2006.

med
2/1/06
G.T.S.
2/1/06

Attachment P3.3

COMPENSATION AGREEMENT

BETWEEN

THE OFFICE OF THE ATTORNEY GENERAL

AND

**THE AMERICAN FEDERATION OF GOVERNMENT
EMPLOYEES, LOCAL 1403,
AFL-CIO**

EFFECTIVE OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2017

TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	3
1	Recognition	3
2	Wages	4
3	Benefits Committee	6
4	Benefits	8
5	Compensatory Time	16
6	Professional Memberships	17
7	Monthly Transit Subsidy	18
8	Mileage Allowance, Metro Reimbursement and Access to Official Government Vehicles and Transportation	19
9	Sick Leave Incentive Program	21
10	Annual Leave/Compensatory Time Buy-Out	22
11	Back Pay	23
12	Waiting Period for Advancement Within Steps	24
13	Grievance and Arbitration Procedure	25
14	Savings Clause	26
15	Duration and Finality	27
16	Incorporation of Non Compensation Agreement	28
	Approval	30

PREAMBLE

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, (Union) (herein after jointly referred to as the parties) the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB).

ARTICLE 1 -- RECOGNITION

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

ARTICLE 2 -- WAGES

	FY 2014	FY 2015	FY 2016	FY 2017
% Increase	1.5%	3%	3 %	3 %

SECTION A – FY 2014

The A-35 salary schedule for all bargaining unit employees will be increased by one and one half percent (1.5%) effective the first day of the first full pay period commencing on or after October 1, 2013. The Union has agreed to forego any adjustments coming from the District’s Classification and Compensation initiative for the term of this Agreement.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2013, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2013, and in no event later than March 31, 2014. If Employer has not conducted a performance review for an employee by December 31, 2013, the employee shall be entitled to the bonus amount for FY 2014, established by the rating in the most recent annual performance evaluation, if any.

SECTION B -- FY 2015

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2014.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2014, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2014, and in no event later than March 31, 2015. If Employer has not conducted a performance review for an employee by December 31, 2014, the employee shall be entitled to the bonus amount for FY 2015, established by the rating in the most recent annual performance evaluation, if any.

SECTION C -- FY 2016

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2015.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2015, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2015, and in no event later than March 31, 2016. If Employer has not conducted a performance review for an employee by December 31, 2015, the employee shall be entitled to the bonus amount for FY 2016, established by the rating in the most recent annual performance evaluation, if any.

SECTION D -- FY 2017

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2016.

Each employee who receives an “exceeds expectations” or substantially similar or higher rating for the evaluation period ending August 31, 2016, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2016, and in no event later than March 31, 2017. If Employer has not conducted a performance review for an employee by December 31, 2016, the employee shall be entitled to the bonus amount for FY 2017, established by the rating in the most recent annual performance evaluation, if any.

SECTION E – Saturday and Holiday Pay

Effective FY 2015, attorneys who are required to work on Saturdays or holidays to provide court coverage will receive straight time pay for all hours worked. Disbursements for Saturday and holiday pay will not exceed \$65,000.00 for any fiscal year of this Agreement. After disbursements reach \$65,000.00 in any one fiscal year, attorneys who are required to work on Saturdays or holidays for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked.

For the period of FY2014 that occurs after the effective date of this contract, all OAG attorneys who are required to work on Saturdays and holidays to provide court coverage shall receive compensatory time for the hours actually worked.

ARTICLE 3 -- BENEFITS COMMITTEE

SECTION A – General

The parties herein agree to establish a Benefits Committee. AFGE shall select two representatives to serve on the committee, at least one of whom shall have expertise in benefits, and the other of whom shall have such expertise or a demonstrated commitment to developing the necessary expertise. The District of Columbia Human Resources office shall appoint representatives with authority to serve on the committee. The Benefits Committee shall meet at least quarterly during the 24 month period immediately prior to the expiration of a benefits contract and have its first meeting within thirty (30) business days following the Council's approval of this Agreement.

SECTION B – Purpose

The purpose of the Benefits Committee shall be to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration, or any bargained or statutory resolution process, unless an existing benefit is substantively modified or decreased. Arbitration is limited to interest arbitration to resolve conflicts resulting from the negotiation of successor collective bargaining agreements effective October 1, 2017, unless an existing benefit is substantively modified or decreased.

SECTION C -- Responsibilities

The members of the Benefits Committee shall be authorized to consider all matters that concern the benefits of employees represented by the Committee that are subject to mandatory bargaining between the parties. The Benefits Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life, Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2012 Repl.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitations for requests for qualifications or proposals and make recommendations to the contracting officer concerning the selection of providers following the receipt of any statements of qualifications or bids, consistent with Chapter 4 of the D.C. Official Code (2012 Repl.).
4. Following the receipt of statements of qualification or bids to select Health, Retirement, Optical, Life, Disability, Indemnity and Dental insurance providers, or any statements of qualification or bids for the addition of new benefits providers, the Union President shall be notified to identify no more than one individual from the Benefits Committee to participate in each RFQ or RFP selection process and that representative shall not have final decision-making authority. However, Management shall consider the comments of Benefits Committee members and the input of the individuals selected to participate in the RFP selection process in good faith in the decision-making process.
5. Explore issues concerning the workers' compensation system that affect employees consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2012 Repl.).
6. The Committee shall be notified by email of any alteration of existing benefits programs, and proposed additional benefit programs to determine the extent to which they impact employees. Upon notification, the Committee shall notify the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns any Committee member has regarding the impact on employees.

SECTION D – Maintenance of Benefits

Nothing herein shall be construed to reduce, modify or eliminate any benefits that bargaining unit members enjoyed prior to entering into this Agreement.

SECTION E – Additional Benefits

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

ARTICLE 4 -- BENEFITS

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2013 – FY 2017: Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Services Retirement System; Defined Contribution; Deferred Compensation; as the applicable benefits for bargaining unit members covered by this Agreement.

Such benefits shall be amended or revised by any additional benefits negotiated and approved by the Benefits Committee established in Article 3, the City Council, and the Mayor with the express written consent of the Union for the duration of this Agreement.

SECTION A -- Life Insurance

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2012 Repl.) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2012 Repl.) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2012 Repl.) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible

child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits as comparable to similarly situated employees.

Employees must contact their respective personnel office to enroll or make changes in their life insurance coverage.

SECTION B -- Health Insurance

1. Pursuant to D.C. Official Code § 1-621.02 (2012 Repl.), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care providers for employees employed after September 1, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. If the Employer decides to expand the list of eligible providers, the Employer shall give Union representatives notice of the proposed additions.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01 (2012 Repl.), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of personnel management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

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 Union representatives notice of the proposed additions.

SECTION D – Short and Long Term Disability

1. Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short and Long Term Disability Insurance Programs, which provide 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.

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that the addition of providers does not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand the list of eligible providers, the District shall give the Union advance notice of the proposed additions.

SECTION E – AFLAC

Employer shall provide access to the AFLAC indemnity benefits currently in effect for Union employees.

SECTION F -- Annual Leave

1. In accordance with D.C. Official Code §1-612.03 (2012 Repl.), 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 (3) 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 on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

SECTION G – Sick Leave

1. In accordance with District of Columbia Code §1-612.03 (2012 Repl.), a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to

(a) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(b) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(c) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(d) Make any other use allowed by law.

4. An employee's request to take sick leave shall not be unreasonably denied.

SECTION H – 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 D.C. Official Code §1-612.03(m)(2012 Repl.).

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) (2012 Repl.).

3. Funeral Leave:

(a) An employee is entitled to 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 an immediate relative. In addition, the Employer shall grant an employee's request for annual, sick 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. For purposes 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 (2012 Repl.) and related laws), parents and grandparents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof) and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

(b) An employee is entitled to 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 of 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) (2012 Repl.).

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual’s manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee’s leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee’s individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child’s first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

SECTION I -- Pre-Tax Benefits

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2012 Repl.), 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 J – 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:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

(a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09 (2012 Repl.).

(b) 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. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

3. **DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program as currently described in Section 1-626.05 and related Chapters of the D.C. Official Code (2012 Repl.). 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 may choose from various fixed or variable rate investment options.

SECTION K – Holidays

1. 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) D.C. Emancipation Day, April 16th of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;

- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year; and
- (k) Christmas Day, December 25th of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). 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.

SECTION L – Benefits Levels

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

ARTICLE 5 COMPENSATORY TIME

A lawyer who is required to work one or more hours outside his or her normal work hours may request an equal amount of compensatory time from his or her supervisor. If the request is granted, the time will be recorded on the employee's records and may be used, in the same manner that annual leave is used. Compensatory time may only be approved for working at scheduled or special events outside an employee's regular work hours, travel time outside normal work hours, and extraordinary assignments. Compensatory time will not be approved to allow an employee to complete regular assignments. Regular assignments are preparation for trials, drafting motions and responses to motions, including but not limited to, Motions for Temporary Restraining Orders, Motions for Preliminary Injunctions, and any other daily tasks performed by attorneys. Compensatory time will not be provided if additional work beyond the regular work day has resulted from the employee's inefficient use of time during the regular work day. Compensatory time credit should be requested by an employee before the work is performed whenever possible. The decision to grant an employee compensatory time is at the discretion of management. Employees may not carry more than 24 hours of compensatory time for more than 2 successive pay periods. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

**ARTICLE 6
PROFESSIONAL MEMBERSHIPS**

During the course of each fiscal year, the Employer shall provide a total of one (1) day of administrative leave (8 hours or the hourly work day for Employee) to any Employee who uses his/her out-of-State bar license by entering his or her appearance on behalf of the District of Columbia or individuals acting within the scope of their employment in any proceeding outside the District of Columbia. The use of administrative leave must be approved by the Employee's supervisor, which shall not be unreasonably withheld, and must be used no later than the last day of the fiscal year or 30 days after the Employee uses his/her out-of-State bar license, whichever is later.

**ARTICLE 7
MONTHLY TRANSIT SUBSIDY**

Beginning the first full pay period on or after Council approval, the District of Columbia Government shall subsidize the cost of monthly transit for personal use by employees by twenty-five dollars (\$25.00) per month for actual transportation expenses incurred by employees who commute to and from work.

**ARTICLE 8
MILEAGE ALLOWANCE METRO REIMBURSEMENT AND
ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

SECTION A – Parking Spaces

Three (3) parking spaces shall be set aside from among those allocated to the Office of the Attorney General in the underground parking garage at 441 4th St., NW, Washington, D.C. for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

SECTION B – Mileage Allowance

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

SECTION C – Use of Personal Vehicles

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2012 Repl.)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

SECTION D – Reimbursement for Use of Personal Vehicles

In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

SECTION E- Reimbursement for Taxicab Expenses

Employees who must travel by taxicab for official government business to a destination that is not accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

SECTION F – Metro Fare Cards

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

SECTION G – Availability of Fleet Vehicles

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle and to the extent available, Employees may use the vehicle for official government business at no charge to the Employee.

ARTICLE 9 SICK LEAVE INCENTIVE PROGRAM

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

SECTION A – Accrual

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

SECTION B – Employees in a Non-pay Status

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

SECTION C – Procedure for Use of Time Accrued

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D – Use of Time Accrued

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

SECTION E – Part Time Employees

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

**ARTICLE 10
ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT**

SECTION A – Payment for Annual Leave/Compensatory Time

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

SECTION B -- Computation

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 11
BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 12
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

**ARTICLE 13
GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 30 in the Non Compensation Agreement.

ARTICLE 14 SAVINGS CLAUSE

SECTION A

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

SECTION B

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

ARTICLE 15 DURATION AND FINALITY

Section 1 -- Effective Date

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2017, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

Section 2 – Finality

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

**ARTICLE 16
INCORPORATION OF NON COMPENSATION AGREEMENT**


The terms and conditions of the Non Compensation Agreement Between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2013 through September 30, 2017 (Non Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.

On this 25th day of March, 2014 and in witness to this Agreement, the Parties hereto set their signatures.

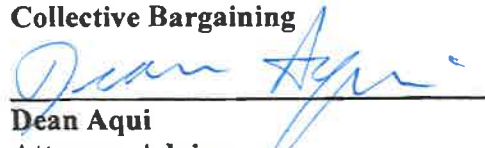
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



Irvin B. Nathan, Attorney General
Office of the Attorney General




Nadine C. Wilburn,
Chief Counsel, Personnel, Labor &
Employment Division
Office of the Attorney General

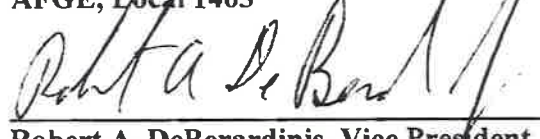
Natasha Campbell
Director, Office of Labor Relations &
Collective Bargaining
Office of Labor Relations &
Collective Bargaining


Dean Aqui
Attorney Advisor
Office of Labor Relations &
Collective Bargaining

**FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCAL 1403**



Shana Frost, Acting President
AFGE, Local 1403



Robert A. DeBerardinis, Vice President
AFGE, Local 1403

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Unit 33, dated 28 March 2014 has been reviewed in accordance with §1-617.15 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 24 day of June 2014.



Vincent Gray, Mayor

Attachment P3.4

MASTER AGREEMENT

BETWEEN

**THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL 20,
AFL-CIO**

AND

**THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

EFFECTIVE THROUGH SEPTEMBER 30, 2010

TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	3
1	Recognition	4
2	Management Rights	5
3	Union Rights and Security	5
4	Labor-Management Meetings	7
5	Discrimination	7
6	Union Rights and Responsibilities	8
7	Discipline	13
8	Training and Career Ladder	16
9	Safety and Health	17
10	General Provisions	21
11	Bulletin Boards	22
12	Personnel Files	22
13	Seniority	23
14	Inclement Weather Conditions	25
15	Hours of Work	26
16	Administration of Leave	27
17	Administration of Overtime	31
18	Wages	31
19	Reduction-In-Force	32
20	Contracting Out	33
21	Strikes and Lockouts	33
22	Grievance Procedures	34
23	Employee Rights	37
24	New Technology and Equipment	37
25	Job Descriptions	37
26	Savings Clause	38
27	Duration and Finality	38

PREAMBLE

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title I, Chapter 6, Subchapter 1, D.C. Official Code § 1-601.02) states that the Council of the District of Columbia declares that it is the purpose and policy of this act to assure that the District of Columbia Government shall have a modern flexible system of public personnel administration, which shall “provide for a positive policy of labor-management relations including collective bargaining between the District of Columbia and its employees”

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01) states [t]he District of Columbia Government finds and declares that an effective collective bargaining process is in the general public interest and will improve the morale of public employees and the quality of service to the public.

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01(b) provides for collective bargaining between the Mayor of the District of Columbia and labor organizations accorded exclusive recognition for employee representation for employees of the District of Columbia Government.

Pursuant to the District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.10), various local unions or District Council 20 of the American Federation of State, County and Municipal Employees, AFL-CIO, (herein “AFSCME” or the “Union”) have been certified and/or recognized as the exclusive collective bargaining agent for employees of the District of Columbia Government (hereinafter the “District” or the “Employer”).

Accordingly, AFSCME and the District enter into this Agreement, which shall have as its purposes:

- (1) Promotion of a positive policy of labor-management relations between the District of Columbia Government and its employees;
- (2) Improvement of morale of employees in service to the District of Columbia Government;
- (3) Enhancement of the quality of public service to the citizens of the District of Columbia;
- (4) Creation of a government that works better; and
- (5) Promotion of the rights of District of Columbia Government employees to express their views without fear of retaliation.

AFSCME and the District of Columbia Government declare that each party has been afforded the opportunity to put forth all its non-compensation proposals and to bargain in good faith. Both parties agree that this Agreement is the result of their collective bargaining and each party affirms its contents without reservation. This Preamble is intended to provide the background and purpose of the Collective Bargaining Agreement. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 1 **RECOGNITION**

Section 1 – Recognition:

The District of Columbia Government (hereinafter referred to as the “District” or “Employer”) hereby recognizes as the sole and exclusive representative for the purpose of collective bargaining, the American Federation of State, County and Municipal Employees, AFL-CIO, District of Columbia District Council 20, and its affiliated Local Unions (hereinafter referred to collectively as the "Union" or "AFSCME") for each of the bargaining units under the personnel authority of the Mayor for which AFSCME is the certified collective bargaining representative.

Section 2 - Bargaining Units Descriptions:

This Agreement may also include agencies with independent personnel authority if they have executed an addendum opting to be covered by the provisions herein.

Section 3 - Coverage:

AFSCME, the certified exclusive representative of all employees in the bargaining unit referenced above, shall be responsible for representing the interests of employees in the units without discrimination as to membership; provided, however, that an employee who does not pay dues or service fees may be required by the Union to pay reasonable costs for personal representation.

Section 4 – New Units:

Bargaining units of employees under the administrative jurisdiction of the Mayor of the District of Columbia certified during the term of this Agreement shall be covered by the provisions of this Agreement, if agreed to by the parties.

Section 5 – Unit Clarification(s):

The Union and the Employer shall file a Joint Petition with the Public Employee Relations Board (hereinafter referenced as PERB) to clarify and correct inaccuracies contained on the current unit certifications. Prior to filing of the joint petition, the Union and Employer shall confer on the revised unit descriptions.

ARTICLE 2
MANAGEMENT RIGHTS

Section 1 – Management Rights in Accordance with the Comprehensive Merit Personnel Act (CMPA):

(a) Management's rights shall be administered consistent with D.C. Official Code §1-617.08, 2001 edition as amended.

(b) All matters shall be deemed negotiable except those that are proscribed by this subchapter. Negotiations concerning compensation are authorized to the extent provided in Sections 1-617.16 and 1-617.17 (as amended).

Section 2 - Impact of the Exercise of Management Rights:

Management rights are not subject to negotiations; however, in the Employer's exercise of such rights, the Union may request the opportunity to bargain the impact and effects, where there has been an adverse impact upon employees regarding terms and conditions of employment.

ARTICLE 3
UNION RIGHTS AND SECURITY

Section 1 – Exclusive Agent:

The District shall not negotiate with any other employee organization or group with reference to terms and/or conditions of employment for employees represented by AFSCME. AFSCME shall have the right of unchallenged representation in its bargaining units for the duration of this Agreement in accordance with PERB Interim Rules, Section 502.9(b).

Section 2 – Meeting Space:

Upon request at least one day in advance, the Employer will provide meeting space as available for bargaining unit business. Except as provided elsewhere in this Agreement, meetings will be held on the non-work time of all employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

Section 3 – Access to Employees:

The Union shall have access to all new and rehired employees to explain Union membership, services and programs. Such access shall occur during either a formal orientation session or upon

such employees' reporting to their work site within thirty (30) calendar days of employees' appointment or reappointment.

Section 4 - Dues Checkoff:

The Employer agrees to deduct union dues bi-weekly from the pay of employee members upon proper authorization. The employee must complete and sign Form 277 to authorize the withholding. The amount to be deducted shall be certified to the Employer in writing by the appropriate official of District Council 20. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes will be made at the earliest opportunity after notification is received but in no case will changes be made retroactively. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer within the thirty (30) calendar day period prior to the anniversary date of this Agreement. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section 5 of this Article.

Section 5 - Service Fees:

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues shall pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such deductions shall be allowed when the Union presents evidence that at least 51% of the employees in the unit are members of the Union.

Section 6 - Cost of Processing:

The Employer shall deduct \$.05 per deduction (dues or service fee) per pay period from each employee who has dues or service fees deducted. This amount represents the fair value of the cost to the Employer for performing the administrative services and is payable to the Office of Labor Relations and Collective Bargaining.

Section 7 - Hold Harmless:

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability, which may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer, shall be returned to the Employer or conveyed by the Union to the employee(s), as appropriate.

ARTICLE 4
LABOR-MANAGEMENT MEETINGS

Section 1 – Labor-Management Partnerships:

Consistent with the principles of the D.C. Labor-Management Partnership Council, the parties agree to establish and support appropriate partnerships within the individual agencies covered by this Agreement. The purpose of such partnership will be to promote labor-management cooperation within a high-quality work environment designed to improve the quality of services delivered to the public.

Agency partnership should ordinarily be made up of equal numbers of high-level officials of labor and management who will meet regularly to consider such issues as they choose to discuss. Decisions by the partnership are by consensus only.

Section 2 – Labor-Management Contract Review Committee:

Appropriate high-level management and union representatives shall meet at least monthly, at either party's request, to discuss problems covering the implementation of this Agreement. The findings and recommendations of the Contract Review Committee will be referred to the Director for action. The Director or his/her designee shall respond in writing to any written finding and recommendation of the committee within a reasonable period.

ARTICLE 5
DISCRIMINATION

Section 1 – General Provisions:

The Employer agrees that it will not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee of the District Government has the right, freely and without fear of penalty or reprisal:

- (1) To form, join and assist a labor organization or to refrain from this activity;
- (2) To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under this law and rules and regulations through a duly designated majority representative; and,
- (3) To be protected in the exercise of these rights.

Neither party to this Agreement will discriminate against any employee with regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation, or as otherwise provided by law.

Section 2 – Equal Employment Practices:

The Employer agrees to vigorously continue the implementation of its Equal Employment opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed. Progress reports will be sent to the Union periodically as to the implementation of the Affirmative Action Plan.

The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.

Vacancy Announcements for Departmental vacancies shall be posted at all work locations. One copy of the notice shall be supplied to appropriate Union Shop Stewards.

Section 3 – Discrimination Charges:

Any charges of discrimination shall be considered by the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

ARTICLE 6
UNION RIGHTS AND RESPONSIBILITIES

Section 1 – Union Stewards:

Union Stewards shall be designated by the Union and shall be recognized as employee representatives. Union Stewards shall be employed at the same work area or shift as employees they are designated to represent. When a union steward is transferred by an action of management (not including promotion or transfer at the employee's request), the steward may continue to act as a steward for his/her former work site for a period not to exceed 45 days from original notification. The Union will supply the Employer with lists of stewards' names, which shall be posted on appropriate bulletin boards. The Union shall notify the Employer of changes in the roster of Stewards. Stewards are authorized to perform and discharge union duties and responsibilities, which may be assigned to them under the terms of this Agreement.

Section 2 – Performance of Duties:

Stewards shall obtain permission from their immediate supervisors prior to leaving their work assignments to properly and expeditiously carry out their duties during a reasonable amount of official time to be estimated in advance whenever possible. Before attempting to see an employee, the Steward will obtain permission from the employee's supervisor. Such permission will be granted unless the employee cannot be immediately relieved from his assigned duties, in which case permission will be granted as soon as possible thereafter. If the immediate supervisor is unavailable, permission will be requested from the next highest level of supervision. Requests by Stewards for permission to meet with employees and/or by employees to meet with Stewards will not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited and the general purpose of the visit i.e., grievance investigation, labor-management meetings, negotiation sessions, etc.

A Steward thus engaged will report back to his/her supervisor on completion of such duties and return to their job. The employer agrees that there shall be no restraint, interference, coercion, or discrimination against a Steward in the performance of such duties.

Section 3 – Union Activities on Employer's Time and Premises:

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, in accordance with Article 6 of this Agreement, Union representatives shall be allowed to:

- A. Post Union notices on designated Union bulletin boards (with a copy given to the Employer);
- B. Attend negotiation meetings;
- C. Transmit communications authorized by the District Council and Local Union or its officers to the Employer or his/her representative;
- D. Consult with the Employer or his/her representative, District Council and Local Union Officers, other Union representatives or employers, concerning the enforcement of any provisions of this Agreement, and other Labor-Management activities. Official time does not include internal Union activities; and
- E. Solicitation of Union membership and distribution of literature shall be confined to the non-working time of all employees involved and out of sight of the public.

Section 4 – Visits by Union Representatives:

The Employer agrees that representatives of the American Federation of State, County and Municipal Employees whether local, Union representatives, District council representatives, or

International representatives shall have full and free access except in secured areas, to the premises of the Employer at any time during working hours to conduct Union business. Advance notification will be given to the appropriate supervisor of the facility to be visited to permit scheduling that will cause minimal disruption of the work activities.

Section 5 – Union Insignia:

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters; therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their uniforms, except for uniformed police.

Section 6 – Official Time:

Union representatives who engage in labor management activities during working hours shall indicate on the “Official Time Report” the activity performed. No Union representative will be disadvantaged in the assessment of his/her performance based on use of documented official time while conducting labor management business.

OFFICIAL TIME REPORT

REPORTING PERIOD (each pay period)

OFFICIAL TIME SPENT ON LABOR-MANAGEMENT ACTIVITIES

FROM:

TO:

Name of Union Representative (Last Name, First, Middle Initial)

Name of Supervisor Submitting Report

Organization (Agency, Division, Branch)

Representational Functions of Official Time (Activity) as identified in the Agreement. [See Reverse Side]

DATE	Requested Time		Activity (1-8) Identify all that apply	Supv. Approving Initials	Actual Time		Total Time Used	Union Rep. Initial	Supv. Approving Initials
	FROM:	TO:			FROM:	TO:			

REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity)

1	Labor negotiations.
2	Contacts between employee representatives and employees provided for in the negotiated grievance procedure.
3	Grievance meetings and arbitration hearings.
4	Disciplinary or adverse action meetings, if the Union is designated as representative of the employee.
5	Attendance at an examination of an employee who reasonably believe he or she may be the subject of a disciplinary or adverse action and the employee has requested representation.
6	Attendance at board or other committee meetings on which the Union representatives are authorized membership by the Employer or the Agreement.
7	Attendance at meetings between the Employer and the Union.
8	Attendance at agency recognized/sponsored activities to which the Union has been invited.

**Distribution: Original to Office of Labor Relations & Collective Bargaining
Copy kept by Supervisor & Union Representative**

ARTICLE 7 **DISCIPLINE**

Section 1:

Discipline shall be imposed for cause, as provided in the D.C. Official Code § 1-616.51 (2001 ed.).

Section 2:

For the purposes of this Article, discipline shall include the following:

- a. **Corrective Actions:** Written reprimands or suspensions of nine (9) days or less;
- b. **Adverse Actions:** Removal, suspension for more than nine (9) days; or a reduction in rank or grade or pay for cause.

Section 3:

Discipline will be appropriate to the circumstances, and shall be primarily corrective, rather than punitive in nature. After discovery of the incident, the investigations shall be conducted in a timely manner and discipline shall be imposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the principle of progressive discipline and D.C. Office of Personnel regulations.

Section 4:

If a supervisor has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 5:

Unless there is a reasonable cause to believe that an employee's conduct is an immediate hazard to the agency, the employee or other employees, or is detrimental to public health, safety or welfare, an employee against whom adverse action is proposed shall be entitled to at least thirty (30) days advance written notice of proposed adverse action (or fifteen (15) days if corrective action is proposed). The notice will identify the causes and the reasons for the proposed action.

Section 6:

Recognizing that the Union is the exclusive representative of the employees in the bargaining unit, the Department shall in good faith attempt to notify the Union of proposed disciplinary actions. Each Department shall notify the union of the method of notification. Further the Employer agrees

to notify the employee of his or her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made available to the employee and his/her authorized representatives for review. The employee or his/her authorized representative will be entitled to receive a copy of the material upon written request.

Any information that cannot be disclosed to the employee, his representative, or physician shall not be used to support the proposed action.

Section 7:

Except in the special circumstances referred to in Section 5 above, an employee shall be entitled to at least ten (10) workdays to answer the notice of proposed corrective or adverse action. If the proposed action is removal, the employee shall upon request, be granted an opportunity to be heard prior to a final decision. This opportunity to be heard shall be afforded by a person designated by the agency head. This person shall not be in the supervisory chain between the proposing and/or deciding official(s) and shall not be subordinate to the proposing official. This person shall review the employee's answer, discuss the proposed action with the employee and/or his representative and appropriate representatives of the Employer and make a recommendation to the deciding official who will act upon the recommendation, as he/she deems proper.

Section 8:

The person proposing a disciplinary action shall not be the deciding official unless the proposing official is the agency head or Director of Personnel.

Section 9:

Except in the special circumstances referred to in Section 5 above, an employee against whom a corrective or adverse action has been proposed shall be kept in an active duty status during the notice period.

Section 10:

The deciding official shall issue a written decision within forty-five (45) calendar days from the date of receipt of the notice of proposed action which shall withdraw the notice of proposed action or sustain the proposed action in whole or in part. The forty-five (45) day period for issuing a final decision may be extended by agreement of the employee and the deciding official. If the proposed action is sustained in whole or in part, the written decision shall identify which causes have been sustained and which have been dismissed, describe whether the proposed penalty has been sustained or reduced and inform the employee of his or her right to appeal or grieve the decision, and the right to be represented. The final decision shall also specify the effective date of this action.

Section 11:

In any circumstance in which the Employer has reasonable cause to believe that an employee's conduct is an immediate hazard to the employing agency, to the employee involved or other employees, or is detrimental to public health, safety or welfare the Employer may place an employee on administrative leave whether or not notice of proposed action has been given to the employee.

Section 12:

Notice of final decision, dated and signed by the deciding official, shall be delivered to the employee on or before the time the action is effective. If the employee is not in a duty status at that time, the notice shall be sent to the employee's last known address by certified or registered mail.

Section 13:

Except as provided in Section 14 of this Article, employees may grieve actions through the negotiated grievance procedure, or appeal to the Office of Employee Appeals (OEA) in accordance with OEA regulations but not both. Once the employee has selected the review procedure, that choice shall be the exclusive method of review.

Section 14:

The removal of an employee during his or her probationary period is neither grievable nor appealable and shall be done in accordance with the DPM.

Section 15:

If a final decision is grieved through the negotiated grievance procedure a written grievance shall be filed with the deciding official within fifteen (15) workdays after the effective date of the action.

Section 16 – Troubled Employees:

In appropriate cases, consideration shall be given to correcting the problem through the D.C. Consultation and Counseling Service. When the District implements a new employee assistance program, this shall take the place of the D.C. Consultation and Counseling Service.

Section 17:

Whenever an employee is questioned by a supervisor with respect to a matter for which a disciplinary action is intended against the employee, the employee may, upon request, consult with a union official or other representative. Upon such request, the supervisor will stop the questioning until the employee can consult with such representative, but in no event will such questioning be

delayed beyond the end of the employee's following shift. When and if questioning is resumed, an employee may have a union official or other representative present.

ARTICLE 8

TRAINING AND CAREER LADDER

Section 1 – Basic Training:

Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the Compensation Units 1 and 2 Agreement. Continued training shall be within budgetary constraints.

Section 2 - Continued Training Opportunities:

The Employer will encourage and assist employees in obtaining career related training and education outside the Department by collecting and posting current information available on training and educational opportunities. The Employer will inform employees of time or expense assistance the Employer may be able to provide.

Section 3 - Career Ladder:

The parties recognize and endorse the value of employee training and career ladder programs. Both parties subscribe to the principles of providing career development opportunities for employees who demonstrate potential for advancement. The feasibility of upward mobility and training programs for unit employees shall be a proper subject for labor-management meetings. Career ladder promotions when effected, shall be in accordance with DPM Chapter 8, Part II, Subpart 8, and Appendix A.

Section 4 - Experience Verification:

When an institution of higher learning provides credit for on-the-job experience, the Employer will, at the request of the employee, provide pertinent information to verify the employee's experience with the District. The employee shall provide the relevant documents and information necessary for the release of the employee's information to the relevant institution.

Section 5 - Union Sponsored Career Advancement Programs:

Management and the Union support the objective of meaningful career advancement for District Government workers in the areas of promotion, transfers and filling of vacancies. In keeping with this objective, the Union will investigate and develop programs to enhance opportunities for

career advancement such as: career counseling services; placement of career planning resource materials on site; correspondence course arrangements with area colleges, universities, vocational and technical schools; and workshops on resume writing and interview skills.

Programs that are developed will be presented and discussed during appropriate labor-management committee meetings for review and consideration.

ARTICLE 9 **SAFETY AND HEALTH**

Section 1 - Working Conditions:

A. The District shall provide and maintain safe and healthful working conditions for all employees as required by applicable laws. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Employer will make every effort to provide and maintain safe working conditions. AFSCME will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XXI of the Comprehensive Merit Personnel Act (1980, as amended). The District will promptly make every effort to qualify its plan under the Occupational Safety and Health Administration (OSHA) as established by the U.S. Department of Labor.

C. The District shall furnish and maintain each work place in accordance with standards provided within this Section.

Section 2 - Employees Working Alone:

Employees shall not be required to work alone in areas beyond the call, observation or periodic check of others where dangerous chemicals, explosives, toxic gases, radiation, laser light, high voltage or rotary machinery are to be handled, or in known dangerous situations whenever the health and safety of an employee would be endangered by working alone.

Section 3 - Corrective Actions:

A. If an employee observes a condition, which he or she, believes to be unsafe, the employee should report the condition to the immediate supervisor.

B. If the supervisor and employee agree that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.

C. If the supervisor and employee do not agree that a condition constitutes an immediate hazard to the health and safety of the employee, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his or her AFSCME representative, and shall make a determination.

D. Employees shall not be required to operate equipment that has been determined by the Employer or the appropriate D.C. Safety Officer to be unsafe to use, when by doing so they might injure themselves or others.

Section 4 - Medical Service: On-the-Job Injury:

A. The District shall make first-aid kits reasonably available for use in case of on-the-job injuries. If additional treatment appears to be necessary, the District shall arrange immediately for transportation to an appropriate medical facility.

B. The need for additional first-aid kits will be an appropriate issue for Safety Committee determination. Recommendations of the Safety Committee will be referred to the appropriate agency officials.

Section 5 - Safety Devices and Equipment:

Protective devices and protective equipment shall be provided by the District and shall be used by the employees.

Section 6 - Safety Training:

A. The District shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Safety Committee established in Section 8(A).

B. The District shall provide CPR training to all employees who request such training.

Section 7 - Information on Toxic Substances:

Employees who have been identified by the Safety Committee and the Department or District Safety Officer as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government standards shall receive appropriate health screening. In the absence of District Government standards, the Safety Committee and Safety Officer will refer to standards established by other appropriate authorities such as Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH) or the Environmental Protection Agency (EPA).

Section 8 - Safety Committees:

A. A Safety Committee of three (3) representatives from AFSCME and three (3) representatives from the District is hereby established in each department/agency.

B. One (1) AFSCME and one (1) District representative shall each serve as co-chairpersons of the Committee. The Agency's Risk Management official shall serve on the Safety Committee as one of the Agency's representative.

C. The Safety Committee shall:

1. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meeting, labor and management must submit their respective agendas to each other at least five (5) days in advance;

2. Conduct safety surveys, consider training needs, and make recommendations to the agency/department head and the Office of Risk Management;

3. Receive appropriate health and safety training.

D. Final reports or responses from agency/department heads (or designees) shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

E. In departments/agencies where there is more than one Local Union, there shall be a safety committee for each Local Union, unless otherwise agreed upon.

F. Safety Committees may be reorganized upon agreement of both parties.

Section 9 - Medical Qualification Requirements:

The District agrees to abide by the provisions of Chapter 8, Sections 848.19 and 848.20 of the D.C. Personnel Regulations as published in the D.C. Register, Volume 32, April 5, 1985 (32 DCR 1858, 1911).

Section 10 - Light Duty:

A. The District agrees to provide light duty assignments for Employees injured on the job to the extent that such light duty is available as follows:

1. To be eligible for light duty, the employee must be certified by the employee's attending physician. The certification must identify the employee's impairments and the type of light duty he or she is capable of performing.

2. The Employee will be given light duty assignments for which he or she is qualified, initially within his or her own Bureau or organizational unit. If light duty is not available within the Bureau or organizational unit, suitable work will be sought elsewhere in the department/agency.

3. Light duty assignments shall not normally extend beyond 45 working days. However, if there are no other requests for light duty, this period may be extended until such time as the request is made by another employee. Employees unable to perform their regularly assigned duties after the expiration of that time shall make application for disability compensation or exercise such other options as may be available to employees under the provisions of this Agreement or under law, and in accordance with paragraph 5 below.

4. Where there are more requests for light duty than there are light duty assignments, assignments shall be made in the order of earlier date of request.

5. When light duty is not available, an employee must return to full duty or seek compensation or retirement from appropriate channels, or other assistance as may be available in accordance with Section 9. In the event compensation or retirement is not approved, the employee may be required to take a fitness for duty examination and may be separated if (a) found unfit to perform or (b) found fit but refuses to report for full duty.

Section 11 - Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a suitably temperate site. The cost of authorized transportation will be assumed by the Employer. Administrative leave will be granted if authorized by the Mayor or his or her designee.

Section 12 - Employee Health Services:

Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Law 2-139). Employee health services shall include such services as provisions for emergency diagnosis and emergency treatment of illness, physical examination including, but not limited to, pre-employment, fitness for duty or disability retirement evaluation; treatment of minor illness; preventive services; health information to assist employees to protect, conserve, and improve physical and mental health; and counseling and appropriate referrals to the D.C. Consultation and Counseling Service.

Section 13 - Maintenance of Health Records:

Medical records of employees shall be maintained in accordance with the provisions of Chapter 31 of the D.C. Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information. Copies of rules relating to medical information will be made available to AFSCME.

Section 14:

A. The Employer agrees to follow Mayor's order 87-95 regarding ergonomic policy for use of video display terminals (VDT).

B. Continuous users who operate a video display terminal for more than two continuous hours shall be allowed to move out of their chairs for brief periods to perform other tasks as specified by their supervisor.

C. If a pregnant employee, who is a continuous VDT user, submits a medical statement from her physician which recommends limiting her use of the VDT during the term of her pregnancy because of exposure to radiation, reasonable consideration will be given to providing the employee with other available duties, within the work unit, for which she is qualified and which her doctor certifies that she can perform.

Section 15:

The Employer agrees to provide the Union with a copy of all current D.C. Safety Officers, and revisions as they occur.

ARTICLE 10
GENERAL PROVISIONS

Section 1 – Work Rules:

Employees will be advised of verbal and written work rules, which they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

Section 2 - Distribution of Agreement:

The Employer and the Union agree to share equally in the cost of reproducing this contract for employees and supervisors. The parties shall mutually agree upon the cost and number of copies to be printed.

ARTICLE 11
BULLETIN BOARDS

The Employer agrees to furnish suitable Bulletin Boards and/or space to be placed at locations mutually acceptable to the Union and the Employer. The Union shall limit its posting of notices and bulletins to such Bulletin Boards.

ARTICLE 12
PERSONNEL FILES

Section 1 - Official Files:

The Employer shall maintain the official files of all personnel in all units covered by this Agreement in the Office of Personnel. Records of corrective actions or adverse actions shall be removed from an employee's official file in accordance with the DPM.

Section 2 - Right to Examine:

Each employee shall have the right to examine the contents of his/her personnel files upon request.

Section 3 – Right to Respond:

Each employee shall have the right to answer any material filed in his/her personnel file and his/her answer shall be attached to the material to which it relates.

Section 4 - Right to Copy:

An employee may copy any material in his/her personnel file.

Section 5 – Access by Union:

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material.

Section 6 – Confidential Information:

The DC Office of Personnel shall keep all arrests by the Metropolitan Police, fingerprint records, and other confidential reports in a confidential file apart from the official personnel folder.

Section 7 - Employee to Receive Copies:

A. The employee shall receive a copy of all material placed in his/her folder in accordance with present personnel practices. Consistent with this Article when the Employer sends documents to be placed in an employee's personnel folder which could result in disciplinary action or non-routine documents which may adversely affect the employee, the employee shall be asked to acknowledge receipt of the document. The employee's signature does not imply agreement with the material but simply indicates he/she received a copy.

B. If an employee alleges that he/she was not asked to acknowledge receipt of material placed in his/her personnel folder as provided in this section the employee will be given the opportunity to respond to that document and the response will be included in the folder.

Section 8 – Access by Others:

The Employer shall inform the employee of all requests outside of the normal for information about him/her or from his/her personnel folder. The access card signed by all those who have requested and have been given access to the employee's file shall be available for review by the employee.

ARTICLE 13
SENIORITY

Section 1 - Definition:

Seniority means an employee's length of continuous service with the Employer from his/her date of hire for purposes of this Article only. Employees hired on the same day shall use alphabetical order of surname in determining seniority.

Section 2 - Breaks in Continuous Service:

An employee's continuous service shall be broken by voluntary resignation, discharge for cause or retirement. If an employee returns to his former, or a comparable, position within one year, the seniority he had at the time of his/her departure will be restored but he/she shall not accrue additional seniority during his/her period of absence.

Section 3 - Seniority Lists:

Each agency with employees covered by this Agreement shall provide the Union semi-annually with list of names of employees represented by the Union in that Agency. The list will be in seniority order as defined by Section 1 of this Article. Also, each agency will supply the Union semi-annually with lists of new hires in bargaining unit positions and with names of unit employees who have left the agency since the last seniority list.

Section 4 - Reassignments:

A reassignment requested by an employee to a position in the same classification within an agency/department may be effected by mutual agreement.

Section 5 - Promotions:

A. Whenever a job opening occurs, in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted on all bulletin boards for ten (10) working days prior to the closing date. A copy of the notices of job openings will be given to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the open position or job including employees on layoff may do so. The application shall be in writing, and it shall be submitted to the appropriate Personnel Office.

C. Management has the right to determine job qualifications, provided they are limited to those factors' directly required to satisfactorily perform his/her job. Where all job factors are relatively equal, the employee with the greatest departmental seniority within the unit shall be promoted.

Section 6 - Change to Lower Grade:

A. The term "change to lower grade", as used in this provision means change of assignment from a position in one job classification to a lower paying position in the same job classification.

B. Demotions may be made to avoid laying off employees, to provide for employees who request a change to lower grade for personal convenience, or to change an employee to a lower grade when he/she is unable to perform satisfactorily the duties of his/her position.

Section 7 - Individual Work Schedules:

Work schedule changes initiated by the Employer affecting an individual employee shall be in accord with department/agency seniority, except where specific skills are needed.

Section 8 - Pay for Work Performed in Higher Graded Position:

A. Employees detailed or assigned to perform the duties of a higher graded position for more than four (4) pay periods in any calendar year shall receive the pay of the higher graded position. Assignment to a higher graded position for periods of at least one (1) pay period shall count toward the accumulation of the four (4) pay period requirement. The applicable rate of pay will be determined by application of D.C. government procedures concerning grade and step placement for

temporary promotions, and will be effective the first pay period beginning after the qualifying period has passed. An employee on detail to a lower graded position shall maintain the pay for his/her original position. Advance notice will be given to the Union of any detail exceeding one pay period.

B. This provision shall not apply to training programs.

C. Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with position classification procedures.

ARTICLE 14

INCLEMENT WEATHER CONDITIONS

Section 1 – Inclement Weather Work:

A. Any full-time employee who is scheduled to report for work and who presents himself for work as scheduled shall be assigned to at least eight (8) hours work.

B. If weather conditions do not permit the employee to perform his/her regularly scheduled duties and there is no other work available in line with his/her normal duties, the employee shall be given the option to perform other work or be paid at his/her regular rate for a minimum of four (4) hours and released from duty at his/her election on annual leave or leave without pay.

C. Employees working on snow detail or who are required to shovel snow shall be assigned in the following order:

1. Volunteers
2. In the inverse order of seniority

D. Employees with established health concerns may request to be exempt from snow shoveling assignments.

Section 2 - Reporting Time:

A. During inclement weather where the District Government has declared an emergency, employees (other than those designated emergency employees) will be given a reasonable amount of time to report for duty without charge to leave. Those employees required to remain on their post until relieved will be compensated at the appropriate overtime rate or compensatory leave for the time it takes his/her relief to report for duty.

B. The Employer agrees to dismiss all non-emergency employees when early dismissal is authorized by higher officials during inclement weather.

ARTICLE 15
HOURS OF WORK

Section 1 - Workday:

Except as provided in this Article, the normal workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

Section 2 - Workweek:

Except as provided in this Article, the workweek for full-time employees shall normally consist of five (5) consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours. Special schedules will be established for employees, other than employees in continuous operations, who are required to work on Saturday, Sunday or seasonal schedules as part of their regular workweek.

Section 3 - Continuous Operations and Shifts:

The workday for employees in 24-hour continuous operations shall consist of eight hours of work. Work schedules for employees assigned to shifts, showing the employee's workdays, and hours, shall be posted on appropriate bulletin boards. All employees shall be scheduled to work regular work shifts i.e., each work shift shall have a regular starting and quitting time.

Section 4 - Changes in Work Schedules:

Except in emergencies, regular work schedules shall not be changed without ten (10) working days advance notice.

Section 5 - Flexible/Alternative Work Schedules:

A. The normal work hours may be adjusted to allow for flexible/alternative work schedules, with appropriate adjustments in affected leave and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where: (1) it is cost effective, (2) it increases employee morale and productivity, or (3) it better serves the needs of the public. The Union will be given advance notice (when flexible/alternative work schedules are proposed) and shall be given the opportunity to consult.

B. An alternative work schedule will provide that overtime compensation will not begin until the regularly scheduled workday or tour of duty has been completed. Other premiums will be based on the regularly scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

ARTICLE 16
ADMINISTRATION OF LEAVE

Section 1 – General:

Employees shall be eligible to use leave in accordance with the personnel rules and regulations. Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the length of time off the employee desires, the type of leave requested and the reason for the request. An excused absence is an absence from duty without loss of pay and without charge to leave when such absence is authorized by statute or administrative discretion.

Section 2 - Annual Leave:

A. Normal Requests for Leave: A request for a short leave of absence, not to exceed three days, shall be requested in writing on the proper form and answered before the end of the work shift in which the request is submitted. A request for a leave of absence between four to seven days must be submitted five (5) calendar days in advance and answered within five days, except for scheduled vacations, as provided for in Section 2 of this Article. If the request is disapproved, the supervisor shall return the SF-71 with reasons for the disapproval indicated. Requests for annual leave shall not be unreasonably denied.

B. Emergency Requests: Any employee's request for immediate leave due to family death or sickness shall be granted or denied immediately.

C. Carryover: Annual leave, which is not used, may be accumulated from year to year. In general, the maximum allowable leave is thirty (30) days, unless the employee had a greater amount of allowable leave at the beginning of the leave year. Employees shall receive a lump sum leave payment for all accrued annual leave not used at the time of retirement, resignation or other separation from the employer, consistent with the negotiated Compensation Agreement.

D. Vacation Schedules: Every effort will be made to grant employees leave during the time requested. If the operations would suffer by scheduling all requests during a given period of time, a schedule will be worked out with all conflicts to be resolved by the application of seniority. After vacations are posted, no changes shall be made unless mutually agreeable or an emergency arises. Employees will be encouraged to schedule vacations through the year.

Section 3 - Sick Leave:

A. Requests:

1. Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Employees shall request sick leave as far in advance as possible prior to the start of their regular tour of duty on the first day of absence.

2. Sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, and chiropractors for the purpose of securing diagnostic examinations, treatments and x-rays.

3. Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave unless such sick leave exceeds three work days continuous duration. However, if Management has given written notice to an employee that there is a good reason to believe that the employee has abused sick leave privileges, then the employee must furnish a doctor's certificate for each absence from work, which is claimed as sick leave regardless of its duration. The Union will encourage employees to conserve sick leave for use during periods of extended illness.

4. Advance sick leave requests will be given prompt consideration by the Employer consistent with Section 3(b) of this Article when the following provisions are met:

(a) The request must be submitted in writing and must be supported by acceptable medical certificates.

(b) All available accumulated sick leave to the employee's credit must be exhausted. The employee must use annual leave he/she might otherwise forfeit.

(c) In the case of employees serving under temporary appointments, or under probationary or trial periods, advance sick leave should not exceed an amount which is reasonably assured will be subsequently earned during such period.

(d) The amount of sick leave advanced to an employee's account will not exceed 240 hours at any time. Where it is known that the employee is to be separated, the total sick leave advanced may not exceed an amount which can be liquidated by subsequent accrual prior to the separation.

(e) There must be a reasonable assurance that the employee will return to duty.

B. Advance Sick Leave: Advance sick leave may be granted to permanent or probationary employees in amounts not to exceed 240 hours. Furthermore, an employee may not be indebted for more than 240 hours of sick leave at any one time. Sick leave may be advanced to

employees holding a limited appointment or one expiring on a specific date, but not in excess of the total sick leave that would accrue during the remaining period of such appointment. In either case the employee request must be supported by a statement from his/her physician attesting that the employee has a serious disability or ailment and is incapacitated for duty and stating the period of time expected to be involved. The request should be denied only if the requirements of Section 3 (a) and (b) are not met or there is a reason to believe that the employee will not return to duty or that he/she has abused the sick leave privilege in the past.

C. All accrued and accumulated sick leave must be exhausted before the advance sick leave is credited. Accrued and accumulated annual leave may remain standing to the credit of employees. The Employer will use its best efforts to answer an employee's request for advanced sick leave within fifteen (15) working days. However, an employee is responsible for applying advance sick leave in writing as far in advance as possible. If the request is denied, the reasons for such denial shall be given in writing. Further, the employee will be given consideration for LWOP consistent with the provisions of personnel rules and regulations.

Section 4 – Other Paid Leave:

A. **Military Leave:** Full-time employees are entitled to leave as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code Section 1-612.03(m) and applicable rules and regulations and the Compensation Units 1 & 2 Agreement, which provide in part the following:

1. Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for any parade or encampment with the D.C. National Guard when ordered by the Commanding General, excluding weekly drills and meetings.

2. Additional military leave with pay will be granted to full-time employees who are members of the reserve components of the Armed Forces or the National Guard for the purpose of providing military aid to enforce the law for a period not to exceed 22 workdays per calendar year.

B. **Court Leave:** Employees shall be granted leave of absence with pay anytime they are 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, in accordance with personnel rules and regulations.

C. **Voting Leave:** Where the polls are not open at least three hours either before or after an employee's regular hours of work, he/she may, upon request, be granted an amount of excused time which will permit him/her to report to work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. Leave for voting will be allowed in accordance with the personnel rules and regulations.

D. **Funeral Leave:** Funeral leave shall be granted in accordance with the Compensation Units 1 & 2 Agreement.

E. Civic Duty: Upon advance request and adequate justification employees required to appear before a court or other public body on public business in which they are not personally involved shall be granted leave of absence with pay unless paid leave is prohibited by Federal or District Regulations or Statutes.

F. Examinations: Employees shall be excused without charge to leave in accordance with personnel rules and regulations for the purpose of taking an employment medical examination and examination for induction or enlistment in the active Armed Forces, a District Government owned vehicle operator examination, a civil service examination or other examination which his/her department has requested him/her to take in order to qualify for reassignment, promotion, or continuance of his/her present job, but not for the reserve Armed Forces. An employee shall also be excused without charge to leave for the purpose of taking an examination whenever, in the judgment of the Department or agency head, the District Government will benefit thereby. Absence from duty in order to take an examination primarily for the employee's own benefit and not connected to the District Government must be requested in accordance with the general leave provisions.

Section 5 - Leave Without Pay:

A. General: Leave of absence without pay for a limited period may be granted at the supervisor's discretion for a reasonable purpose if requested in advance in writing.

B. Union: Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the employee and the Union be granted a leave of absence without pay; provided the written request states the purpose and duration of the absence, and is submitted thirty (30) calendar days in advance of the commencement of the desired period of absence. If the Employer indicates that the requested leave will unduly hamper its operations, it may offer an alternative for consideration by the Union.

C. The initial leave of absence shall not exceed one (1) year. Leaves of absence for Union officials may be extended for similar periods. No more than one employee from a bargaining unit shall be on such extended leave at the same time.

D. Parenthood Leave: Maternity leave before and following childbirth shall be granted at the request of the employee. The employee is obligated to advise her supervisor substantially in advance of the anticipated leave date. This period of absence shall be determined by the employee, her physician and her supervisor. Maternity leave is chargeable to sick leave or any combination of sick leave, annual leave, or leave without pay. Paternity leave may be granted for a period of up to two (2) weeks following childbirth, and may be extended at the supervisor's discretion. Such leave shall be a combination of annual leave or leave without pay.

E. Leave may be granted for a period of up to two (2) weeks to an employee who is adopting a child, with extensions made at the discretion of the supervisor. Such leave shall be a combination of annual leave or leave without pay.

F. Union Officer Leave: Attendance at Union sponsored programs may be approved annual leave or leave without pay in accordance with normal leave practices unless Administrative Leave has been approved.

G. Educational Leave: After completing one (1) year of service an employee upon request may be granted a leave of absence for educational purposes provided that successful completion of the course will contribute to the work of the Department. The period of leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee is returning from educational leave during which he/she has acquired the qualification of a higher rated position he/she shall not have lost any of his/her rights in being evaluated for the higher graded position.

ARTICLE 17

ADMINISTRATION OF OVERTIME

Section 1 -Distribution:

Overtime work shall be equally distributed among employees. Specific arrangements for the equitable distribution of overtime shall be agreed to at Union Management Cooperation Meetings. Individual employee qualifications shall be considered when decisions are made on which employees shall be called for overtime work.

Section 2:

Management will solicit volunteers when overtime work is required. In the event a sufficient number of qualified volunteers are not available to perform the job functions, overtime work will be assigned to equally qualified employees in inverse order of seniority, unless a different system is worked out on a local-by-local basis. Instances of hardship should be presented to the supervisor and shall be considered on a case-by-case basis.

ARTICLE 18

WAGES

Section 1:

The salaries and wages of employees shall be paid bi-weekly. In the event the scheduled payday is a holiday, the preceding day shall be the payday. If, for any reason, an employee's paycheck is not available on the prescribed day, or if it does not reflect the full amount due, that employee will be paid as quickly thereafter as is possible, and under no circumstances will he or she be required to wait until the next regular payday.

Section 2:

If an employee's paycheck is delayed, the employee shall immediately notify his/her supervisor. The supervisor shall initiate efforts through the agency controller to obtain a supplemental payment. Supplemental payments will not effectuate normal payroll deductions. Appropriate payroll deductions will be deducted from the employee's subsequent paycheck. (Except DHS, see Attachment 6.)

ARTICLE 19
REDUCTION-IN-FORCE

Section 1 - Definition:

The term reduction-in-force, as used in this Agreement means the separation of a permanent employee, his/her reduction in grade or pay, or his/her reduction in rank because of (a) reorganization, (b) abolishment of his/her position, (c) lack of work, (d) lack of funds, (e) new equipment, (f) job consolidation or (g) displacement by an employee with greater retention rights who was displaced because of (a) through (f) above.

Section 2 – Consultation:

The Employer agrees to consult in advance with the Union prior to reaching decisions that might lead to a reduction-in-force in the bargaining unit. The Employer further agrees to minimize the effect and such reduction-in-force on employees and to consult with the Union toward this end.

Section 3 - Procedure:

A reduction-in-force will be conducted in accordance with the provisions set forth in the Comprehensive Merit Personnel Act [(CMPA), D.C. Official Code § 1-624].

Section 4 – Impact and Effects Bargaining:

In the event of a reduction-in-force, the Employer shall, upon request, provide the Union with appropriate information to insure that the Union can engage in impact and effects bargaining over the reduction-in-force.

Section 5 - Review of Procedures:

In the event of reduction-in-force, the affected employee will receive credit for his/her performance in accordance with the Comprehensive Merit Personnel Act, [D.C. Official Code Ann., Title 1, Section 1-624 (2001 Edition)].

ARTICLE 20
CONTRACTING OUT

Section 1:

During the term of this Agreement the Department shall not contract out work traditionally performed by employees covered by this Agreement, except where Manpower (including expertise and technology) and/or Equipment in the department/agency are not available to perform such work, when it is determined by the Mayor that budgetary conditions exist requiring contracting out, or when it is determined by the Department that emergency conditions exist requiring such contracting out (provided however that the contracting out is for a period of time that the emergency exists). The Agency shall consult with the Union prior to any formal notice to contract out bargaining unit work.

Section 2:

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union thirty (30) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Agency shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees.

ARTICLE 21
STRIKES AND LOCKOUTS

Section 1 - Definition:

The term strike as used herein means any unauthorized concerted work stoppage or slowdown.

Section 2 - Strikes:

It shall be unlawful for any District Government employee or the Union to participate in, authorize or ratify a strike against the District.

Section 3 - Lockouts:

No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

Section 4 - Other Considerations:

At no time however, shall employees be required to act as strikebreakers.

ARTICLE 22
GRIEVANCE PROCEDURES

Section 1:

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement, shall be settled as described in this Article unless otherwise agreed to by the parties.

Section 2 - Procedure:

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Therefore, grievances should be filed at the lowest level where resolution is possible. Accordingly, a grievance may be filed at the Step in the grievance procedure where the alleged action, which precipitated the grievance, occurred.

Step 1: The employee and/or the Union shall take up the grievance or dispute with the employee's immediate supervisor as soon as is practicable, but no later than fifteen (15) working days from the date of the occurrence or when the Union and/or the employee first had knowledge of or should have known of the occurrence. The supervisor shall attempt to adjust the matter and shall respond to the Steward as soon as is practicable, but not later than fifteen (15) working days after the receipt of the grievance.

Step 2: If the grievance has not been settled, it shall be presented in writing by the employee and/or the Union to the second level supervisor within ten (10) working days after the Step 1 response is due or received, whichever is sooner. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the contract provision violated, a general description of the incident giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The second level supervisor shall respond to the Union and/or employee in writing within ten (10) working days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, it shall be presented in writing by the employee and/or Union to the third level supervisor within ten (10) working days after the Step 2 response is due or received, whichever is sooner. The third level supervisor shall respond in writing (with a copy to the Local President) within ten (10) working days after receipt of the written grievance.

Step 4: If the grievance is still unresolved, it shall be presented by the employee and/or the Union to the Office of the Director or his/her designated representative, in writing within fifteen (15) working days after the Step 3 response is due or received, whichever is sooner. The office of the Director, or his/her designated representative shall respond in writing (with a copy to the Local President) within fifteen (15) working days after the receipt of the written grievance and a copy to the Office of Labor Relations and Collective Bargaining.

Step 5: If the grievance is still unresolved, the Union may by written notice request arbitration within twenty (20) days after the reply at Step 4 is due or received, whichever is sooner.

Section 3 - Union Participation:

A. The Employer shall notify the Union in writing of all grievances filed by the employees, all grievance hearings and determinations when such employees present grievances without the Union. The Union shall have the right to have a representative present at any grievance hearing and shall be given forty-eight (48) hours notice of all grievance hearings.

B. Any grievance of a general nature affecting a large group of employees and which concerns the misinterpretation, misapplication, violation or failure to comply with the provisions of the Agreement shall be filed at the option of the Union at the Step or level of supervision where the grievance originates without resorting to previous steps.

Section 4 - Who May Grieve:

Either an employee or the Union may raise a grievance, and if raised by the employee, the Union may associate itself therewith at any time if the employee so desires. Whenever the Union shall raise or is associated with a grievance under this procedure, such a grievance shall become the Union's grievance with the Employer. If raised by the Union, the employee may not thereafter raise the grievance him/herself, and if raised by the employee, he/she may not thereafter cause the Union to raise the same grievance independently.

Section 5 - Selection of the Arbitrator:

A. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer, through the Office of Labor Relations and Collective Bargaining, and by the Union as soon as possible after notice of intent to arbitrate is received. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) days after receipt of the list by both parties.

B. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the American Arbitration Association guidelines unless modified by this Agreement.

Section 6 - Decision of the Arbitrator:

The decision of the arbitrator shall be final and binding on the parties and shall not be inconsistent with the terms of this Agreement. The arbitrator shall be requested to render his/her decision in writing within thirty (30) days after the conclusion of the arbitration hearing.

Section 7 - Expenses of the Arbitrator:

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and make copies available without charge to the other party and the arbitrator.

Section 8 - Time Off For Grievance Hearings:

The Employee, Union Steward and/or Union representative shall upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 3 of Article 6 on Union Stewards.

Section 9 – Time Limits:

All time limits set forth, in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked.

Section 10:

Matters not within the jurisdiction of the department/agency will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

Section 11:

A. The parties agree that a process of grievance mediation may facilitate satisfactory solutions to grievances prior to arbitration. Therefore, on an experimental basis and when mutually agreed to by the parties, a mediator may be selected and utilized to facilitate settlements. The mediator may not impose a settlement on the parties, and any settlement reached will not be precedential unless otherwise agreed to by the parties on a case-by-case basis.

B. Grievances may be combined for the purpose of mediation upon mutual agreement by the parties.

ARTICLE 23
EMPLOYEE RIGHTS

Employees of the Unit shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist the Union or to refrain from any such activity. Except as expressly provided herein, the freedom shall be recognized as extending to participation in the management of the Union and acting for it in the capacity of a union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

ARTICLE 24
NEW TECHNOLOGY AND EQUIPMENT

Section 1:

Whenever new equipment or technological changes will significantly affect operations, the Employer shall provide notice to the Union at least 60 days in advance. This time limit does not apply to the introduction of equipment or technological changes on an experimental basis. When the Employer introduces such equipment or technological changes on an experimental basis the Employer will notify the Union upon introduction as where the experiment is being conducted and its nature and intended duration and will provide 60 days notice if the experiment is to be instituted permanently.

Section 2:

The Employer shall provide any reasonable training for affected employees to acquire the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours, when reasonably available. The Employer shall bear the expense of the training.

Section 3:

If training is required by the Agency for employment and the training is held outside the employee's normal tour of duty, the employee shall receive compensatory time.

ARTICLE 25
JOB DESCRIPTIONS

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description.

ARTICLE 26
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 27
DURATION AND FINALITY

Section 1 - Duration of Agreement:

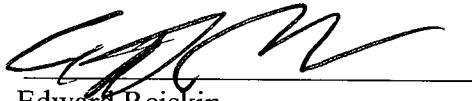
This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Official Code, 2001 Edition). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect until the 30th day of September, 2010. Should either party desire to renegotiate, renew, extend or modify this Contract, notice will be given in writing in accordance with the requirements of the Comprehensive Merit Personnel Act. This Agreement shall remain in full force and effect during the period of negotiations.

Section 2 - Finality:

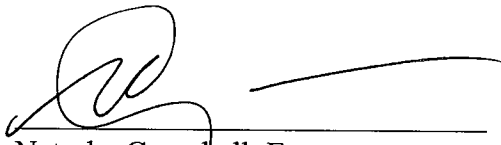
This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

On this ____ day of October, 2006 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



Edward Reiskin
Interim City Administrator/
Deputy Mayor for Public Safety
And Justice




Natasha Campbell, Esq.
Supervisory Attorney Advisor
Office of Labor Relations
and Collective Bargaining

Carol Mitten, Director
Office of Property Management

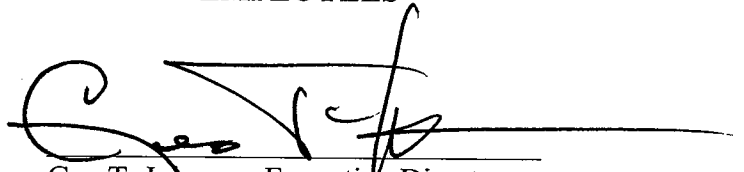


Benita Anderson, Labor Liaison
Office of Property Management



James D. Brown, Executive Director
Office of the Cable Television and
Telecommunications

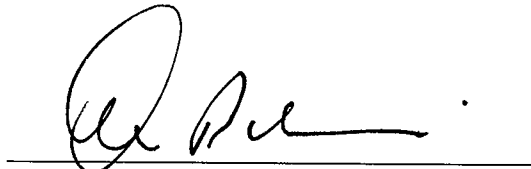
**FOR THE AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**



Geo T. Johnson, Executive Director
AFSCME District Council 20



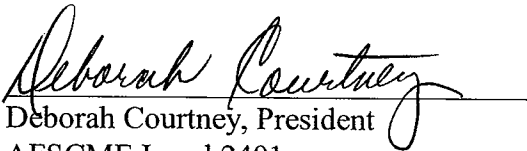
James E. Ivey, President
AFSCME District Council 20 and
AFSCME Local 2091



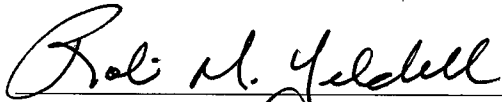
Al Bilik, Executive Assistant
AFSCME District Council 20



Brenda Featherstone, President
AFSCME Local 1200



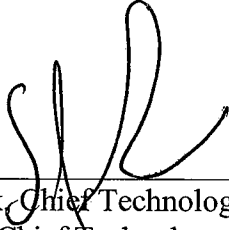
Deborah Courtney, President
AFSCME Local 2401



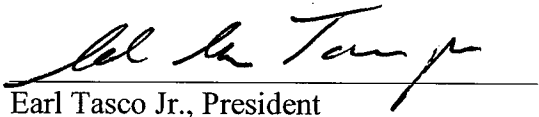
Robin Yeldell, Labor Liaison
Office of Cable Television and
Technology



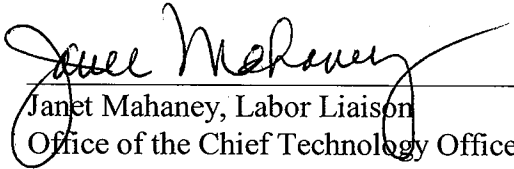
Cliff Dedrick, President
AFSCME Local 2743



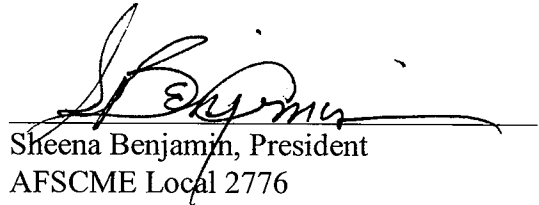
Suzanne Peck, Chief Technology Officer
Office of the Chief Technology Officer



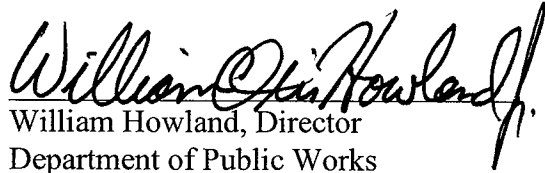
Earl Tasco Jr., President
AFSCME Local 2092



Janet Mahaney, Labor Liaison
Office of the Chief Technology Officer



Sheena Benjamin, President
AFSCME Local 2776



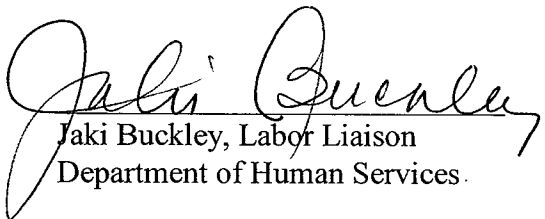
William Howland, Director
Department of Public Works



Bertha Guerra, Labor Liaison
Department of Public Works



Brian Wilbon, Interim Director
Department of Human Services



Jaki Buckley, Labor Liaison
Department of Human Services

Eugene A. Adams
Eugene Adams, Acting Attorney General
Office of the Attorney General

Patricia Higgins
Patricia Higgins, Labor Liaison
Department of Health

Gail Elkins Davis
Gail Elkins Davis, Labor Liaison
Office of the Attorney General

Dr. Gregg Fane
Dr. Gregg Fane, Director
Department of Health

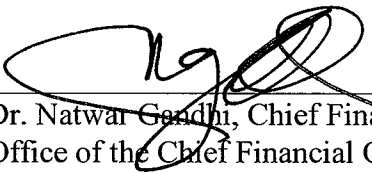
Bernadine Booker-Brown
Bernadine Booker-Brown, Labor Liaison
Department of Health

Thomas Hampton
Thomas Hampton, ~~Director~~ *Commissioner*
Department of Insurance, Securities
and Banking

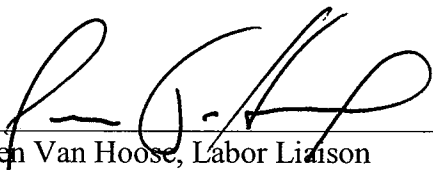
Patricia Haylock
Patricia Haylock, Labor Liaison
Department of Insurance, Securities
and Banking

Dr. Patrick Canavan, Director
Department of Consumer and
Regulatory Affairs


Deborah Bonsack, Labor Liaison
Department of Consumer and
Regulatory Affairs



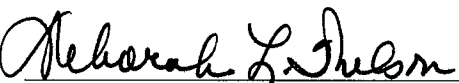
Dr. Natwar Gandhi, Chief Financial Officer
Office of the Chief Financial Officer



Ben Van Hoose, Labor Liaison
Office of the Chief Financial Officer



Uma Ahluwalia, Interim Director
Child and Family Services Agency



Debra Wilson, Labor Liaison
Child and Family Services Agency

4. **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. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16.

- ✓ Operations: Achieve ACA reaccreditation of the Central Detention Facility: FY 16---full accreditation granted in January of 2016.
- ✓ Operations: Implement Mental Health Step-Down Unit at the D.C. Jail: FY 16—work in collaboration with Unity Healthcare on unit preparation as well as establishing protocols and identifying eligible inmates.
- ✓ Operations: Establish Enhanced Protocols for Restrictive Housing at the D.C. Jail: FY 16—internal operations team established to review all aspects of restrictive housing and move forward with both short and long term enhancements
- ✓ Operations/Programming: Expand Programming Options for the Juvenile Population: FY16—program staff working in partnership with public and private stakeholders in offering individual and group counseling and broader educational, mental health, employment and life skills programming
- ✓ Operations: Finalize Planning for Correctional Treatment Facility Operations: FY 16—reviewing options with Executive branch
- ✓ Operations: Achieve Prison Rape Elimination Act (PREA) compliance for all DOC facilities: Central Cell Block set for audit in May 2016 (D.C. Jail and halfway houses achieved compliance in FY 14 and FY 15).

2. Please list each new program implemented by the agency during FY15 and FY16, 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.**

- ✓ An innovative reentry initiative is now being offered DCDOC inmates in partnership with Howard University's College of Arts and Sciences/Department of Sociology and Anthropology. Following a regular semester cycle, the Howard University course titled "Crime and Justice Behind the Wall" is being taught with a vision for change through education and engagement—both Howard University students and DCDOC inmates participate fully in course activity within the jail setting. To achieve stability and long term self-sufficiency, inmates are exposed to opportunities that change thinking, stimulate personal growth, and encourage the development of skills that are relevant in the community. The "Inside Out" model being used by Howard University is very similar to the program established by Temple University in 1997 that focuses on the social and criminal justice consequences associated with incarceration. During Fiscal Year 2015, 24 inmates were offered opportunities to participate. All successful completers received certificates of completion and a formal letter of completion from Howard University (good time credits granted all eligible inmates).

The Inside Out Program will continue in FY2016 with classes being offered for the summer semester. No DCDOC funding was required for this initiative.

- ✓ During Fiscal Year 2015, in partnership with the Department of Employment Services DOC began offering focused employability development and life skills training through the Work Readiness Program. This initiative targets those with release dates between 6 to 12 weeks and is offered on a dedicated housing unit with a classroom, computer lab and study area. Program completers are directly connected to the DOES/Project Empowerment for continued services upon release. Further details are included in Response 18.
- ✓ In January 2015, the DCPL began a mobile library pilot program in the CDF with 3 housing units. On February 23, 2015 the library went live and began providing full-service to all housing units. The Mobile Library now services 3 housing units each day, Monday through Friday, with all housing units serviced each week.

The library has 1,201 different titles and 4,102 total numbers of books (there are multiple copies of each title). In FY2015, 4,590 books were checked out to just over 1,100 inmates. Currently, 509 books are checked-out. From February 23, 2015-February 5, 2016, a total of 1,555 inmates have been serviced. In FY15, the housing unit with the highest book circulation checked-out over 1,048 items.

- ✓ The In2Work Food Handling Certification Program (five weeks) for females and males was implemented in partnership with Aramark Food Services. During this culinary arts

training program inmates engage in learning that will prepare them to sit for the ServSafe final examination. There are 2-two classes offered at CTF and one at the D.C. Jail. Upon successful completion, each eligible inmate receives a nationally recognized ServSafe Certification. This certification lasts for 5 years and opens doors for employment opportunities upon release. Funding for this initiative is incorporated in the Aramark food service contract. Since implementation on November 03, 2014, a total of 106 male and female inmates from the CDF/CTF Facilities have successfully received their ServSafe Certification.

- ✓ Career & Technical Education Programs are now being offered in partnership with the Office of the State Superintendent of Education (OSSE), and the University of the District of Columbia Community College (UDC-CC). Career and Technical Education is a District-wide secondary, postsecondary, college and career preparation system designed to ensure that District learners achieve mastery of core academic knowledge and advanced skills—with industry accepted certifications awarded to successful completers. Classes are being offered in hospitality, core construction, and job readiness—to males, females and juveniles (targeted job readiness for juveniles). Funding is through UDC—at no cost to DOC. A total of 36 inmates have completed instruction in the core modules.
- ✓ DCDOC contracted for parenting instruction for both males and females involved in reentry programming. The goal of this initiative is to provide interventions to foster effective family communication, healthy relationships, extended family values and child growth/ development and esteem. Classes will continue through FY 2016 and are offered twice a week. Special purpose funds are being used to support this programming.
- ✓ Baptismal Services were implemented in 2015 with the first actual baptism of 26 inmates conducted on August 23, 2015. There were 5 volunteers to include pastors from the local area who assisted with the service. On December 13, 2015, the second Baptismal service was conducted with 31 inmates being baptized. There were 5 volunteers from the community to include pastors from the local area who assisted. Prior to the Baptismal service, participating inmates are involved in classes that focus on discipleship, life expectations and constructive ways to grow into a new lifestyle.. No funding was required to implement this initiative.
- ✓ Healthy Pregnancies Groups: The D.C. Department of Health/Community Health Administration provides healthy pregnancy classes at the Correctional Treatment Facility for incarcerated women. These classes are especially important since this population is especially vulnerable due to substance use, mental health issues and criminal histories. Gender responsive groups are offered weekly to address the medical and social needs of pregnant women and to establish linkages and referrals to outside providers. The pregnant women/new mothers are also followed in the community by DOH staff. In addition, a life skills component is offered to all women in reentry to proactively address mental/physical health and wellness. DOH provides this service without cost to DOC—outcomes for this initiative will be set.

- ✓ Community Family Life Services is collaborating with DCDOC to provide case management support to female offenders. Through pre-release service delivery, women are offered connections that will ensure a smooth community transition-- linkage and referrals for housing, employment, mentoring, food and clothing, community parenting groups and a drop off center where females can walk in for services without an appointment. CFLS also operates two residential programs that are open those faced with homelessness. This initiative will continue through FY2016. Funding is through the Justice Grants Administration—Byrne Grant. To date in FY 2016, 47 women have been served.
- ✓ The reunification program was implemented in FY '16 to reduce homelessness by providing support systems for incarcerated females and family members/significant others when their living arrangements may be at risk due to incarceration and a criminal lifestyle. Collaborative Solutions mediates between the incarcerated female and her family prior to release and works to reestablish communication with children and incarcerated parents. Women are identified based on a referral process to Collaborative Solutions. Grant funding for this initiative comes through a JGA Byrne funding. Three families have been served during Fiscal Year 2016 to date.
- ✓ The jail implemented an incentive program for adult male inmates---the program generates more out of cell time for inmates that exhibit positive behavior thus increasing facility safety and security. Incentives include things such as movies and basketball tournaments. Plans are underway to increase the incentives offered since the program has been received positively by the population. Approximately \$1,400 was spent on movie equipment—work is being done to develop a tracking mechanism to look at the level of disciplinary infractions occurring on participating units.
- ✓ The D.C. Jail implemented an incentive based face-to-face visit option that is offered on the first consecutive Monday and Tuesday of each month. Inmates who have been housed at the CDF for a period of 60 days or more and have been disciplinary infraction free for at least 30 days are eligible for one thirty minute face to face visit. The chart in Question 33 provides data on this visitation option.
- ✓ The Department moved forward with a Respectful Workplace initiative in Fiscal Year 2015 to create an agency wide culture/understanding of acceptable workplace values, professionalism, and effective communication. The project includes all levels of employee representation and calls for information sharing and participation in training, workgroups, and other forums supporting positive workplace values and behaviors.

- 3. Please explain the impact on your agency of any legislation passed at the federal level during FY15 and FY16, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.**

There is no federal legislation passed during FY15 or FY16, to date, which has significantly affected agency operations.

4. **Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.**

Title 6: D.C. Personnel Regulations, Subtitle A. Police Personnel Chapter 4. Sex Offender Registration

CDCR 6-A403, Duties of the Department of Corrections.

(Final Rulemaking published at June 9, 2000; renumbered and amended by Final Rulemaking published December 22, 2000).

Title 28: Corrections, Courts, and Criminal Justice Chapter 5. Work Release

CDCR 28-533, Work Release.

(Rules adopted as final on July 1, 2015, final rulemaking published July 17, 2015).

Chapter 6. Good Time Credits

(D.C. Law 6-218, the "District of Columbia Good Time Credits Act of 1986," effective April 11, 1987 (codified at D.C. Official Code § 24-201.29 (2001)); Chapter 6, adopted by Final Rulemaking published at (February 19, 1988), was replaced in its entirety on January 7, 2011; see Section 3 of the District of Columbia Good Time Credits Amendment Act of 2010, D.C. Act 18-647, 58 DCR 7, 8 (January 7, 2011)).

CDCR 28-600, Applicability.

CDCR 28-601, Limitations on Credits.

CDCR 28-602, Purpose and Scope of Good Time Credits. (*amended by "District of Columbia Good Time Credits Act of 2015").

CDCR 28-603, Applicability of Good Time Credits.

CDCR 28-604, Disciplinary Revocation of Good Time Credit.

CDCR 28-605, Restoration of Revoked Good Behavior Credit.

CDCR 28-606, Records Management of Good Time Credits.

CDCR 28-699, Definitions.

*Relatedly, see Educational Good Time Credits, D.C Code §24-221.01 *et seq.*

- 5. Please identify any statutory or regulatory impediments to your agency's operations, including any outstanding legislative requirements of the agency (e.g. implementation of rulemakings).**

Amendments to Educational Good Time Credits; see "District of Columbia Good Time Credits Amendment Act of 2015", D.C. Code §24-221.01c; see also CDCR 28-602.

Amendments to the Bail Reform Act, see "Bail Reform Amendment Act of 2015", D.C. Code §23-1321(c)(1)(B)(xi).

- 6. Please identify all electronic databases maintained by your agency, including the following:**
- a. A detailed description of the information tracked within each system;**
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and**
 - c. Whether the public can be granted access to all or part of each system.**

Please see attachment Operations 6 for DOC response.

Attachment Operations 6

Agency Operations Response # 6

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
JACCS	2001	Inmate Criminal Records and All Necessary Non-Health Related Inmate Information	Yes. RFP formulation underway.	Generally speaking, no. Only parts of it under strictest privacy and security constraints for official District related requests including research requests.	YES	<p>This dataset contains a wide array of inmate information dating back to 1975. It contains PII of pretrial and sentenced inmates who are or have been in DOC custody, PII of individuals who have visited former and current inmates, gang affiliations and the identity of inmate enemies, separatees and cooperators that, if released, would pose serious security risks and put the lives of inmates, staff and citizens in jeopardy, and arrest information of pretrial inmates who have not been convicted.</p> <p>Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code §§ 2-534(a)(2) and (a)(3)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCMR § 1-1004 (The Duncan Ordinance).</p>
CENSUS TABLES	2006	JACCS Snapshot Datawarehouse to support Analysis	Not at this time	Only in aggregate form for reporting and analysis; subject to same restrictions as JACCS information.	YES	<p>This dataset contains a wide array of inmate information dating back to 1975. It contains PII of pretrial and sentenced inmates who are or have been in DOC custody, PII of individuals who have visited former and current inmates, gang affiliations and the identity of inmate enemies, separatees and cooperators that, if released, would pose serious security risks and put the lives of inmates, staff and citizens in jeopardy, and arrest information of pretrial inmates who have not been convicted.</p> <p>Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code §§ 2-534(a)(2) and (a)(3)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCMR § 1-1004 (The Duncan Ordinance).</p>

Agency Operations Response # 6

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Centricity	2006	Inmate Electronic Medical Record		NO	YES	<p>This dataset contains medical and mental health records going back as far as 1975 of current and former inmates of the DOC. Information in this dataset is protected by 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), 5 U.S.C. § 552a (Federal Privacy Act), and D.C. Code § 14-307 (Physician/Mental Health Professional Privilege).</p>

Agency Operations Response # 6

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
CIPS	2006	Correctional Pharmacy Information System	Yes. Interfaces currently being developed to enable electronic Medical Administration Record autopopulation.	NO	YES	This dataset contains medical and mental health records going back as far as 1975 of current and former inmates of the DOC. Information in this dataset is protected by 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), 5 U.S.C. § 552a (Federal Privacy Act), and D.C. Code § 14-307 (Physician/Mental Health Professional Privilege).
MicroMain	2010	Facilities Maintenance Information System	Not at this time	Some data is reported publicly because it is required by DC Statute.	No	
IT Asset Management System	2012	IT Asset Inventory Control System	Not at this time	NO	No	
Helpdesk Ticket Management System	2013	IT helpdesk ticket control system	Not at this time	NO	YES	This dataset contains tracking of agency employee questions/requests to the agency's IT department and that department's proposed solutions. This dataset contains information that is subject to the deliberative process privilege and is protected by D.C. Code § 2-534(a)(4) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and In re Sealed Case, 121 F.3d 729 (D.C. Cir. 1997).

Agency Operations Response # 6

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Memorandum of Understanding Data Management System	Not currently in use	Data base of DOC MOUs	Not at this time	Yes, publicly reported in response to oversight questions once a year	No	
Policy Database	2004	Repository of Policy statements, SOPs, and Operational Memos, Change Notices etc.	Assessment underway.	Most policy statements are posted publicly on DOC's website. SOPs are not posted publicly.	Partially	This dataset contains all of the policies and procedures of the agency. All policies and procedures, except those related to the safety and security procedures of the agency, are already made available to the public on the agency's website. The safety and security procedures cannot be released to the public because they contain security sensitive information and protocols that if released could compromise the agency's control of its facilities.
In Time	2012	Electronic Roster Management System	Not at this time	NO	YES	This dataset contains PII of employees of the DOC. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 1-631.01 (Personnel Records Policy), DCPM § 6B-3113 (Disclosure of Personnel Information), D.C. Code § 2-534(a)(2)(DC FOIA), and DCMR § 1-406.2 (DC FOIA Regulations).
Guard1 Rounds Tracking	2014	Tracks Correctional Officer Compliance with Rounds Policy	Not at this time	NO	YES	This dataset contains PII of employees of the DOC. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations) and DCPM § 6B-3113 (Disclosure of Personnel Information). This dataset also contains sensitive operational information.
Renovo	2014	Video Visitation Appointment Scheduling System	Not at this time	NO	YES	This dataset contains PII of inmates and individuals who have social visits with inmates in the DOC, as well as the substantive conversations between these individuals. These conversations can contain private or confidential information and can identify who inmates have relationships with, which can put the inmate and the inmate's visitors in danger. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), Adams v. Franklin, 924 A.2d 993 (D.C. 2007)(Attorney-Client Privilege), and D.C. Code § 14-306 (Spouse/Domestic Partner Privilege).

Agency Operations Response # 6

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Performance Reporting Online (current system, legacy systems have been used since 2005)	2012	DOC Operational Performance Reporting System. Contains operational metrics.	Not at this time	Some data is reported publicly because it is required by DC Statute. Some is reported publicly through KPI tracker, in the PAR, budget book and Track DC.	YES	This dataset contains tracking of operational metrics that inform the agency of its performance in relation to its performance goals and brings agency attention to operational issues that need attention and/or action. Information in this dataset is relied upon to inform management decision-making in all areas of agency operations and contains information that is subject to the deliberative process privilege. This dataset is protected by D.C. Code § 2-534(4) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and In re Sealed Case, 121 F.3d 729 (D.C. Cir. 1997).
COMPAS	2014	Inmate Case Plan and Assessment System.	Not at this time	NO	YES	This dataset contains information related to inmate reentry plans and assessments. This data set contains PII of inmates as well as family members and associates, medical and mental health information, substance abuse information, and education information. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code § 14-307 (Physician/Mental Health Professional Privilege), 34 C.F.R. § 99.30 (Disclosure of Education Records), 34 C.F.R. § 300.622 (Disclosure of Education Records of Individuals with Disabilities), and DCMR § 5-E2603 (Privacy of Student Records).

Agency Operations Response # 6

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Contracts Database		List of DOC Contracts, vendors, and expiration dates	Not at this time	Yes, publicly reported in response to oversight questions once a year	No	
IRIS Scan	2013	Inmate biometric imaging system	Not at this time	NO	YES	This dataset contains PII of pretrial and sentenced inmates. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2)(DC FOIA), and DCMR § 1-406.2 (DC FOIA Regulations).
Time Clock Plus	2012	Employee Biometric Timeclock	Not at this time	NO. However, the timepunches are fed through an interface into PeopleSoft for payroll processing. So to the extent PeopleSoft information is made public, this information feeds into it.	YES	This dataset contains PII of employees of the DOC. This information is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCPM § 6B-3113 (Disclosure of Personnel Information). This dataset also contains sensitive operational information.
Incident Database	2014	Repository of incident related information. Information can be printed out at the time of incident report generation, but next to impossible to retrieve or mine. DOC is phasing this out.	Integrated upgrade with OMS being considered	NO	YES	This database is an archive of incident information in the DOC. It contains video surveillance, incident reports, incident notifications, and staff and inmate medical information. Information in this data set is protected by 5 U.S.C. § 552a (Federal Privacy Act), 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code §§ 2-534(a)(2), (a)(3), and (a)(4)(DC FOIA), and DCMR § 1-406.2 (DC FOIA Regulations).

Agency Operations Response # 6

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Lotus Notes Databases: Districtwide Escape Monitoring System, LockupList, Prisoner Transport Report, Transaction Management System, Release Processing Application	2002 (oldest) - 2013 (newest)	Various workflow management applications.	Yes. Migration to platforms aligned with District standards and/or integration with upgraded OMS planned.	NO	YES	Most information in these systems originates from one of the other listed and referenced systems. These datasets also contains PII of employees of the DOC. This information is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCPM § 6B-3113 (Disclosure of Personnel Information). These datasets also contain sensitive operational information.

- 7. Please provide a detailed description about any new technology acquired in FY15 and FY16, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.**

There was no new technology acquired or deployed in FY 2015 or FY 2016, to date.

8. Please provide, by month, the number of grievances filed by prisoners at the CDF since January 1, 2015.
- On a fiscal year basis, how many of these received a response within 15 days?
 - How many were received within 31 days?
 - How many were appealed to Level 2?
 - How many Level 2 complaints received a response within 15 days?
 - How many Level 2 complaints received a response within 31 days?
 - How many reached the Director level (Level 3)?
 - What was the average response time at Level 3?

The numbers below represent formal grievance and appeals only. A formal grievance is one that is officially submitted to the grievance coordinator once the inmate has attempted an informal resolution with the unit case manager. Prior to submitting a formal grievance, the inmate has the option of submitting a verbal request, request slip and/or an informal resolution form to the unit case manager. The case manager then has five (5) days to respond to the informal resolution form. If the inmate is dissatisfied with the informal resolution, the inmate will then submit a formal grievance. Inmates' issues being resolved through request slips, verbal requests, and informal resolutions, in addition to town hall meetings have resulted in the decrease of formal grievances submitted.

Formal Grievances and Appeals Received													
	Jan. 2015	Feb.	Mar.	Apr.	May	June	Jul	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. 2016
Formal Grievance	14	10	4	20	13	3	1	3	1	1	0	1	3
Level 1 Appeal	0	0	0	5	3	9	15	0	12	13	0	1	15
Level 2 Appeal	0	0	0	0	0	0	0	4	0	9	0	0	0

Response Time for Formal Grievances and Appeals by Fiscal Year FY 15- January 2015- September 2015 FY16- October 2015- January 2016		
	Responded to w/in 15 Days	Responded to w/in 31 Days
FY15 Formal Grievances	51	17
FY16 Formal Grievances	3	1
FY15 Level 1 Appeals	0	17
FY16 Level 1 Appeals	2	1
FY15 Level 2 Appeals	0	4
FY16 Level 2 Appeals	0	9

9. Please provide the inmate population at the CDF and CTF (DOC inmates only) as of the first Monday of the month for FY15 and FY16, to date.

Below is tabulated the inmate population at CDF and CTF for DOC inmates only as of the first Monday of the month for FY 2015 and FY 2016 through February 1, 2016.

Date	CDF	CTF	CDF-CTF Combined
10/6/2014	1384	430	1814
11/3/2014	1371	421	1792
12/1/2014	1301	431	1732
1/5/2015	1172	399	1571
2/2/2015	1137	409	1546
3/2/2015	1118	417	1535
4/6/2015	1108	423	1531
5/4/2015	1070	420	1490
6/1/2015	1054	403	1457
7/6/2015	1060	423	1483
8/3/2015	1118	384	1502
9/7/2015	1115	400	1515
10/5/2015	1168	395	1563
11/2/2015	1253	410	1663
12/7/2015	1293	417	1710
1/4/2016	1294	399	1693
2/1/2016	1273	440	1713

10. Please include a monthly population breakdown, including the number of pre-trial felons, sentenced felons, pre-trial misdemeanants, sentenced misdemeanants, parole violators, writs/holds, and federal program failures, from January 1, 2015, until the present. Explain how these numbers were calculated.

A monthly population breakdown, including the number of pre-trial felons, sentenced felons, pre-trial misdemeanants, sentenced misdemeanants, parole violators, writs/holds, and federal program failures, from January 1, 2015, until the present is provided for the first of each month in Table 10 below.

Table 10. First of the month inmate population distribution by inmate legal status.

Date	OT	PM	SM	PF	PV	SF			WH	Grand Total
						Short Term Sentenced Felons	Other Sentenced Felons	Total Sentenced Felons		
1/1/2015	19	117	163	806	369	138	98	236	81	1,791
2/1/2015	7	105	197	800	346	138	86	224	79	1,758
3/1/2015	19	103	197	782	334	129	91	220	80	1,735
4/1/2015	7	93	197	785	343	112	78	190	90	1,705
5/1/2015	3	107	185	760	340	108	71	179	80	1,654
6/1/2015	10	126	190	734	329	110	72	182	72	1,643
7/1/2015	6	107	181	743	361	101	66	167	66	1,631
8/1/2015	8	99	185	752	334	106	86	192	78	1,648
9/1/2015	5	122	143	804	351	117	50	167	68	1,660
10/1/2015	8	117	138	851	345	88	77	165	67	1,691
11/1/2015	7	130	152	859	352	73	138	211	81	1,792
12/1/2015	17	141	142	886	413	78	103	181	84	1,864
1/1/2016	10	150	132	866	419	58	95	153	84	1,814
2/1/2016	9	120	134	884	423	76	89	165	91	1,826

11. What was the average daily population at the CTF for FY15 and FY16, to date?

The average daily population (ADP) at CTF for FY 2015 was 414 local inmates, 120 Short Term Sentenced Felons (FBOP) and 60 USMS Greenbelt, MD inmates. For FY 2016 through January 31, 2016 the ADP at CTF was 413 local inmates, 70 Short Term Sentenced Felons (FBOP) and 36 USMS Greenbelt, MD inmates.

12. How much does it cost to incarcerate an individual? Please provide a per day/per inmate breakdown as well as the annual total. Outline the formula used to make calculation.

As of FY 2015 it cost DOC \$228.43 per day to incarcerate individuals. This amount corresponds to the annual cost of incarcerating DOC's inmate population. The annual cost of incarcerating DOC's inmate population is divided by the total number of inmates at all DOC facilities and divided by 365 to compute the incarceration cost per inmate per day (cost of CCB operations is subtracted from the agency's total operating cost).

- 13. Please describe the steps that DOC has taken to reduce the inmate population at the CDF and CTF, including reducing the number of parole violators, sentenced felons, and writs/holds. What steps does DOC plan to take to further reduce or maintain the population levels at both facilities?**

Pursuant to DC Law 18-372, DC Municipal Regulations Title 28-6 Good Time Credits, (GTC), eligible misdemeanants receive a reduction of up to 5 days per month for participation in programs such as reentry, education, vocational training and work details (and 3 days for good behavior--disciplinary free). This serves as an incentive to pursue constructive programming and is viewed positively by the inmate population. The new legislation proposed by DCDOC increases the number of credits per month from 8 to 10.

In addition, DOC continues to work with Federal partner agencies to aggressively monitor and ensure that inmates are designated and removed in a timely manner. The FY 2015 ADP at CDF and CTF (excluding USMS Greenbelt and FBOP Short Term Sentenced Felons) respectively were 1150 and 414; for FY 2016 YTD through January the ADP at each facility is 1274 and 413 respectively. DOC continues to support, as requested, the District's diversion efforts as well as reentry supports, both of which over time have significantly reduced the numbers of persons re-incarcerated at DOC within a 12 month period of release. The percentages (as a fraction of annual releases) of persons re-incarcerated within a 12 month period of release have remained steady, because the total annual intakes and total annual releases themselves have also been on the decline.

14. As of January 15, 2015, what was the average time (in days) between sentencing and BOP designation of felons by DOC?

For the period January 1, 2015 through December 31, 2016 there were 798 strictly sentenced felons removed to FBOP facilities. The average time between sentencing and designation was 48 days for this period.

15. As of January 15, 2015, how many sentenced felons were “billable” to BOP?

On January 15, 2016, 165 sentenced felons were billable to the FBOP. Of these, 94 were billable at the rate of \$130.99 under the Short Term Sentenced Felon Program; 7 were juvenile sentenced felons billable at the rate of \$230.00 per day; 33 were designated to DOC, 18 were Parole Violators, and 13 were BOP Weekenders all of whom were billable at the rate of \$122.28 per day.

16. Please provide, on a monthly basis, the number of inmate-on-inmate assaults, assaults on staff, and allegations of staff on inmate assaults, for calendar year 2015. Please explain any trends.

Month	Inmate on Inmate Assault	Assaults on Staff	Allegations of Staff on Inmate Assaults
January	6	0	1
February	2	1	0
March	3	0	1
April	6	1	4
May	7	1	0
June	1	1	1
July	6	2	1
August	4	0	1
September	5	2	5
October	0	0	2
November	6	0	2
December	15	1	1

17. Please outline the policy regarding both disciplinary segregation and administrative segregation.

Definition of Types of Restrictive Housing:

- ✓ **Administrative Restrictive Housing-** A form of separation from the general population when the inmate's continued presence in the general population poses a serious threat to property, self, staff, other inmates, visitors, the general public or to the safe, secure or orderly operation of the facility.
- ✓ **Disciplinary Restrictive Housing-** A form of segregation when the Disciplinary Board or Hearing Officer has, after an impartial hearing, authorized an inmate's confinement to a cell for a specified period due to the commission of a rule violation.
- ✓ **Pre-hearing Restrictive Housing-** The administrative segregation of an inmate pending a disciplinary or housing hearing when they constitute a threat to themselves, or the safe, secure or orderly operation of the facility, until a hearing can be held.
- ✓ **Protective Custody-** A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety.
- ✓ **Special Handling/Restricted Release-** A designation assigned to an inmate who requires heightened security measures due to a documented history of high profile cases, escapes, attempted escapes, by documented court order assaultive and/or disruptive behavior, or by court order.
- ✓ **Total Separation-** A form of administrative segregation requiring total separation from all other inmates for all out-of-cell activities. Inmates shall only be placed on Total Separation status after receipt of a court order.

Disciplinary procedures will address the types of conduct that inmates are prohibited from engaging in the penalties that may be imposed when inmates engage in prohibited conduct and procedures that shall be followed to determine whether the inmate committed a rule violation, to appropriately charge the inmate for the rule violation, to impose sanctions, and to consider inmate appeals based upon disciplinary sanctions.

The DOC/CDF code of conduct, sanctions and procedures for violations are defined and communicated to inmates and staff through the inmate handbook, inmate orientation and employee training.

Disciplinary procedures will be carried out promptly and handled in a manner that provides inmates with guidelines for consistent procedural application.

Inmates who are charged with a rule violation will be placed in prehearing detention only when it is necessary to ensure the inmate's safety or the security of the facility. No inmate shall

otherwise be placed in prehearing detention for a rule violation until after the disciplinary board hearing has made a decision.

A housing hearing may be held to allow for a full and fair determination for placing an inmate in Restrictive Housing when there is a clear and present threat to the inmate's personal safety and involuntary protective custody is deemed appropriate; there is a clear and present threat to support the inmate's request for voluntary protective custody; the inmate poses a clear and present danger to the safety of others; poses a definite escape risk; or the inmate has been referred for criminal prosecution or is under investigation for the commission of a criminal offense while confined.

Restrictive housing units provide living conditions that approximate those of the general population. Inmates have access to programs and services that include, but are not limited to the following: educational services, commissary services, law/library services, social services/counseling services, religious guidance, recreational programs, telephone access, access to legal visits, and medical and mental health.

All inmates placed in administrative restrictive housing receive a 7 day housing review for the first 60 days and every 14 days thereafter. This is a change from 7 days for the first 60 days and every 30 days thereafter.

The maximum sanction for an inmate found guilty of a disciplinary infraction has been reduced from sixty to thirty days. In addition, out of cell time will be increased from 23 and 1 to 22 and 2 for all restrictive housing.

Prior to placement in restrictive housing, health care personnel are informed immediately and provide medical/mental health assessment and review according to standards established by the health authority.

18. Please outline the work readiness program as launched in Summer 2016. Be sure to include the interview and selection process; average class size; and any outcome data relating to job placement.

The DOES/DOC Work Readiness Program is currently in its fifth cycle of operation-- inmates designated to participate are within six to twelve weeks of release. A simple screening tool designed by DOC is used by case management staff to assess interest and motivation to participate and successfully complete all program modules. Class cycles include up to 25 slots.

DOES Workforce Development Facilitators provide instruction to participants in areas that support successful reintegration and enhance preparation for employment, skills training or other work related activities. A formalized assessment (COMPAS) is completed at the start of the program cycle to assist in determining skill levels, interests, and other factors relevant to post release support.

During the multi week program cycle, participants are involved in classroom and individually focused activities--life/employability skills development. Topics covered include life skills (communication, team building, conflict resolution, anger management, decision making), resume preparation and interviewing, use of the personal computer/Internet resources, labor market information, along with an orientation to employment and workforce training resources. There is also a computer lab with a dedicated instructor providing individualized assistance to program participants.

In addition, participants have access to information on post release resources and wraparound services available through DOES, DHS, ORCA, DMV and other public/private sector organizations.

To date, a total of 49 individuals have completed with 22 engaged in post release work activity. DCDOC is in the process of finalizing an agreement with the FBOP to allow the short term felons currently housed at the CTF to be referred for participation in the WRP at the CDF.

19. Are financial management classes offered in conjunction with the work readiness program or otherwise?

The Department of Employment Services is partnering with Capital Area Asset Builders to provide financial literacy services to inmates participating in the Work Readiness Program. This component will become operational within the next two cycles---once the volunteer service process is completed.

20. Please provide a breakdown of wages earned for work performed within CTF and CDF.

	FY2015 Budget	FY2015 Expenditure	FY2016 Budget	FY2016 YTD Expenditure	Comment
Inmate Compensation (NIPS)	\$100,000.00	\$93,022.00	\$123,000.00	\$28,048.00	These funds serve inmates housed in the CDF.
DOC Inmate Work Squad	\$80,000.00	\$79,999.75	\$110,000.00	\$71,836.00	These funds are reserved for inmates housed at the halfway houses. They are utilized for various cleaning, trash removal, and loading items within various locations at the Dept. of Corrections.
DGS Work Squad	\$88,545.86	\$78,040.65	\$126,971.33	\$17,771.25	These funds are reserved for inmates housed at the halfway houses. They are utilized for various cleaning, trash removal, and loading items within various locations at the Dept. of General Services.
CTF Inmate Work Detail Compensation	\$63,16.00	\$64,213.52	\$58,067.00	\$11,241.98	These funds serve inmates housed at CCA/CTF.

21. Please describe the procedures for in-person visitation at the CTF for both the female and juvenile populations.

In-person visitation for females housed at the CTF is conducted on Mondays from 1:30 pm to 7:30 pm. Scheduling is handled through the CTF scheduling system with visits lasting for a period of 60 minutes.

Juveniles housed at the CTF are under the supervision of staff from the Central Detention Facility/D.C. Jail; therefore, generally follow the jail's visitation protocols. They are allowed two forty five minute video visits on school days from 4:00 pm to 9:00 pm and on Saturday and Sundays from 11:00 pm to 9:00 pm. Those individuals earning gold tier status in the behavior modification program may have 3 video visits per week.

Since April 2014 as a reward for exceptional behavior, DOC has afforded juveniles one contact visit per month with the parent/guardian if earning gold tier status (honor) in the behavior modification program. On holidays all juveniles--- regardless of tier status--- are allowed to have in person visits with parents/guardians. Effort is made to reach out to family members as holidays approach so that in -person visits can be successfully arranged.

The numbers of juvenile contact visits are listed below in Table 21:

Month	Number
April 2014	5
May 2014	19
June 2014	5
July 2014	4
August 2014	5
September 2014	5
October 2014	2
November 2014	12
December 2014	14
January 2015	7
February 2015	5
March 2015	4
April 2015	8
May 2015	10
June 2015	12
July 2015	5
August 2015	6
September 2015	8
October 2015	3
November 2015	13
December 2015	15
January 2016	16
February 2016	17

- 22. Please outline the agency's inmate gender reassignment/transition policy, if any. Please include any policies related to gender reassignment/transition, including housing and medical services.**

The Department's Gender Classification and Housing policy provides guidance on procedures for appropriately handling the housing of transgender, intersex and gender variant individuals housed in DCDOC facilities. It also speaks to the continuation of hormone treatment—if clinically indicated by appropriate medical staff. The current policy does not address the issue of gender reassignment/transition; as this has generally not been an issue for those housed in our jail. It should be noted that a significant percentage of the referenced population is serving short term misdemeanor sentences with relatively short lengths of stay in the jail. The median length of stay to release for the DOC population is 22 days---contrasted with the longer sentences of those in the federal prison system.

23. Please describe, in detail, the mental health services offered to DOC inmates. What is the average monthly number of inmates that receives these services?

DOC's Jail is proud to have recently been re-accredited in 2015 by both the National Commission on Correctional Health Care (NCCHC) and the American Correctional Association (ACA), receiving 100% compliance on our programs including mental health services. Approximately 15 % of U.S jails are NCCHC accredited and only 7% have ACA accreditation.

DOC provides comprehensive mental health services for inmates in our custody through the current medical service contractor, Unity Health Care, Inc. As part of DOC's medical intake process in the Inmate Reception Center (IRC), all inmates are given a medical and mental health screening. Based on screening results, direct referral to a mental health clinician- prior to the inmate being housed- may follow for a more comprehensive mental health assessment if the inmate is found to have risks for suicidality or has a history of mental health diagnoses. The outcome of this assessment will determine the course of mental health treatment. This may include: 1) referral to a staff psychiatrist for further evaluation; 2) referral for housing on the acute mental health unit based on acute care needs; 3) regularly scheduled individual or group counseling; and/or 4) prescriptions for required psychotropic or other medications. Specialized intervention is provided for inmates who have been sexually victimized, present with a history of sexually aggressive, and/or are suicidal risks. The treatment course is detailed in the Individualized Treatment Plan and updated/tracked in the electronic medical record.

DOC actively collaborates with other sister agencies and community organizations. The D.C. Department of Behavioral Health has a full-time "jail liaison" on-site who works daily with the medical service contractor. In partnership, they provide on-site services during incarceration and coordinate after care services to ensure continuity of care. As discharge approaches, these professionals work together with DOC Program staff and participate in the case conferencing process to finalize plans for post release services. Two other members of the DBH staff involved in the Second Chance Grant have been in the jail working to link inmates to community providers and services. These positions improve continuity of care in the jail; however, will end soon due to the grant's completion.

DOC will soon be able to offer additional mental health services with the anticipated opening of the Mental Health Step Down Unit in April 2016. The unit will serve as a therapeutic community helping eligible inmates (those who have been stabilized in the acute mental health unit) increase their functionality through enhanced programming. The program is intended to help inmates become better able to function in the general jail population as well as in the community upon discharge. The average monthly number of unduplicated inmates who received mental health services (mental health screenings, acute mental health treatment, medication management, group and individual counselling) in 2015 is 1,239, which is a 3% increase from the previous year.

24. Please describe DOC's current release procedures and reentry planning procedures relating to inmates with mental health needs.

Reentry planning is provided for inmates with mental health needs through the following providers:

- ✓ Unity Healthcare – Unity Healthcare (medical contractor) completes an initial mental health assessment during intake to identify inmates with mental health needs. Once an inmate is identified, Unity Healthcare provides mental health services during incarceration. Prior to release, a Unity Healthcare Discharge Planner meets with the inmate to schedule medical and mental health appointments in the community as needed. At release, a 3 day supply of medication and a 30 day prescription is given to the returning citizen.
- ✓ The D.C. Department of Behavioral Health –DBH partners with DOC to provide reentry planning for pretrial and sentenced misdemeanor females with mental health needs and for sentenced misdemeanor and sentenced felon males with mental health needs. Inmates with mental health needs are identified daily during intake and referred to DBH for screening and linkages back to their Core Service Agencies (CSA). DOC notifies DBH of impending releases and their staff in turn notifies the affected CSA.
- ✓ DOC Reentry Case Management – Once it is established that the inmate has an active mental health condition, DOC case managers collaborate with the Department of Behavioral Health during reentry planning for service linkages, intakes and appointments.
- ✓ Community Family Life Services (Formerly Consultants for Change) – Once it is established that the inmate has an active mental health condition, Community Family Life Services' case managers collaborate with DOC and DBH to facilitate linkages with other needed support services.

25. For FY15, please list all HVAC outages that occurred.

In 2015, there were partial HVAC outages in both the summer and winter months. Winter outages have been related to our reliance on the boiler plant on the DC General Campus which is operated and maintained by the Department of General Services. There have been planned and emergency steam outages which have directly impacted our ability to heat the facility. Summer outages were largely due to mechanical failures with the facility's air handlers, motors, piping and coils. While ongoing preventive maintenance is completed on DOC HVAC equipment, due to the age of the system, emergency repairs are often required to maintain the system at maximum capacity. DOC is currently working with DGS on a plan to replace the existing HVAC system for the entire facility. The design of the new system is currently at 60% and is scheduled to be completed in FY16. Pending capital funding, construction would begin following design completion.

26. Please describe the layout and functions of the new Inmate Processing Center.

The DOC Inmate Reception Center (IRC) officially opened on June 29, 2015. The IRC is the centralized point of entry and exit for inmates remanded to the custody of the DCDOC. This includes newly committed inmates; weekenders; those returning from court; bond and probation/parole releases; jurisdictional, interagency, mental health and medical transfers; as well as those with expired sentences. All functions associated with the admission and releases of inmates are co-located in the IRC.

IRC services include:

- ✓ Receiving- the initial legal records review, body scanning, and identification processing to include photographing, fingerprinting and iris scanning of incoming inmates. Property inventory, verification, and storage also takes place with all critical information documented in the automated offender management system.
- ✓ Case Management- one on one inmate interviews covering critical social, employment, education and personal information. Also involves discussion and documentation of Prison Rape Elimination Act (PREA) protocols, viewing of the inmate orientation and reentry videos, and dissemination of the Inmate handbook – with all relevant details captured in the automated offender management system.
- ✓ Medical Triage- medical and mental health intake screening for suicidality, and tuberculosis and HIV testing. Inmates with acute or chronic medical/mental health conditions undergo comprehensive examinations while those without such conditions are evaluated within 14 days.
- ✓ Records Processing- review and maintenance of commitment paperwork, detainers, parole documentation, court orders and other information pertinent to the appropriate commitment, processing and release of incoming and outgoing inmates.
- ✓ Inmate Release – following the clearance consisting of a comprehensive records review and checks of all applicable criminal justice systems, inmates are released to the custody of other agencies/jurisdictions or return to the community. If returning to the community, a resource guide, temporary identification, transportation assistance, and medication are provided. Personal property is also upon release.

- 27. For FY15 and FY16, to date, please indicate all known incidents in which contraband was smuggled into the jail. In your answer, please specify what contraband as well as the DOC response.**

Please see Attachment Operations 27 for DOC response.

Attachment Operations 27a

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



2015 Fiscal Year Contraband Report

FY15	Location	Type (Contraband)	DOC Response
October 2014	South One	Marijuana(K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
October 2014	South Two	Heroin(K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
October 2014	South Two	Marijuana(K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
October 2014	Northwest Two	Cellphone	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
October 2014	Mailroom	Marijuana	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
November 2014	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
November 2014	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
December 2014	Male R&D	Heroin	Items confiscated, investigated and properly disposed of per PS. 5010.3C
December 2014	Mailroom	Marijuana	Items confiscated, investigated and properly disposed of per PS. 5010.3C
December 2014	South Two	Marijuana (K-9)	Items confiscated, investigated and properly disposed of per PS. 5010.3C
December 2014	Northwest One	Marijuana (K-9)	Items confiscated, investigated and properly disposed of per PS. 5010.3C
December 2014	North One	Marijuana	Items confiscated, investigated and properly disposed of per PS. 5010.3C
January 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
January 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
January 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C

February 2015	Northwest Two	Marijuana (K-9)	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
February 2015	Mailroom	Suboxone	Items confiscated, investigated and properly secured in Contraband Safe per PS. 5010.3C
March 2015	South Two	Heroin (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
March 23,2015	South Two	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
March 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
March 2015	Southeast One	Marijuana(K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
April 2015	Southwest Three	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
April 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
April 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
April 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
April 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
April 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
April 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
June 2015	Male R& D	Marijuana (K-9)	Items confiscated, investigated and secured in the contraband safe per PS 5010.3C

July 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Male R&D	K2	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Northeast Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Northwest One	Cigarettes	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Male R&D	Marijuana	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Infirmery	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
July 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
August 2015	Mailroom	Marijuana	Items confiscated, investigated and secured in contraband safe per PS.5010.3C
September 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
September 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
September 2015	Video Visitation Center	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3C

Attachment Operations 27b

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



2016 Fiscal Year Contraband Report

FY16	Location	Type (Contraband)	DOC Response
October 2015	Male R & D	Cocaine	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
October 2015	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
October 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
October 2015	South Two	Heroin (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
October 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
October 2015	Southwest Three	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
November 2015	Northwest Three	K2	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
November 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
November 2015	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
December 2015	South Two	Cigarette	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
December 2015	South Two	Marijuana (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
December 2015	South Two	Cocaine (K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
January 2016	Female R&D	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3C
January 2016	Southwest Two	Marijuana(K-9)	Items confiscated, investigated and secured in contraband safe per PS 5010.3C

28. For FY15 and FY16 to date, how many appeals were received by the Office of Community Corrections for grievances filed within the correctional community centers?

For FY15 and FY16 to date, there were no formal appeals received by the Office of Community Corrections (OCC) for grievances filed by residents at the community correctional centers. Residents, as well as their family members, have the ability to contact OCC directly regarding problems and concerns. This allows staff to troubleshoot issues and provide clarification to residents and family members regarding policies and procedures. This hands-on process has been very successful in expeditiously resolving issues with residents, staff and family members.

29. If an inmate misbehaves or otherwise violates a rule or directive, what is the DOC response/protocol?

Inmate offenses and associated penalties are outlined in the Inmate Handbook provided each inmate at the time of intake/orientation. Depending upon the nature of the misbehavior or offense, staff counseling may effectively resolve the issue(s). If a more serious offense is committed that warrants the writing of a disciplinary report, it will be reviewed by an impartial DOC employee who in turn will determine if intervention by an adjudication panel is warranted. Based on the severity, possible penalties range from a warning to disciplinary detention. Disciplinary action within the institution is not intended to degrade or humiliate the population, but to maintain the order, safety and security of the jail. Prohibited actions include corporal punishment, personal abuse, psychological intimidation, denial of regular meals, denial of medical care, and denial of sufficient sleep.

30. To date, has a mobile library system been implemented through DC Public Library? How many volumes does it contain? How frequently are its materials offered to inmates?

In January 2015, the DCPL began a mobile library pilot program in the CDF with 3 housing units. On February 23, 2015 the library went live and began providing full-service to all housing units. The Mobile Library now services 3 housing units each day, Monday through Friday, with all housing units serviced each week.

The library has 1,201 different titles and 4,102 total numbers of books (there are multiple copies of each title). In FY2015, 4,590 books were checked out to just over 1,100 inmates. Currently, 509 books are checked-out. From February 23, 2015-February 5, 2016, a total of 1,555 inmates have been serviced. In FY15, the housing unit with the highest book circulation checked-out over 1,048 items.

31. Please outline any parent-child activities organized by the agency (i.e. Father-Daughter dance).

DOC has implemented in-person visits for juveniles and their parents/guardians for holidays and other special occasions. The juvenile program has also implemented programs to involve parents/guardians to participate in treatment team intervention via telephone. Parents of juveniles identified as special needs participate in-person IEP meetings with DCPS/ DOC staff.

32. Please describe the video visitation system and its recent expansion. How many inmates have taken advantage of video visitation?

Family members and friends continue to use the Department's innovative videoconferencing technology to connect with inmates housed at the D.C. Jail. Video visitation is offered from Wednesday through Sunday beginning at 11 am and ending at 10 pm—with inmates being allowed two forty five minute visits per week. The main center housed within the D.C. General complex is the main hub with four satellites located in the MLK and Anacostia Libraries and the Deanwood and Bald Eagle Recreation Centers (Wards 2, 7 and 8). This visitation option has been supplemented by the new face to face incentive program which began in June of 2015 (described in response to Question 33). Video visitation totals are provided in the table below.

LOCATION	START DATE	VISITS CONDUCTED
Main Visiting Center	July 25, 2012	156918
Martin Luther King, Jr. Library	September 13, 2013	906
Deanwood Recreation Center	January 17, 2014	689
Anacostia Library	January 11, 2015	66
Bald Eagle Recreation Center	February 18, 2015	345

33. Please describe recently established in-person visitation initiatives.

On the first Monday and Tuesday of each month, inmates within the CDF who have been housed for a period of 60 days or more and have been free of disciplinary infractions for at least 30 days are eligible for one thirty minute face to face visit at the CDF (behind plexiglass).

Face to Face Visits 2015							
	<i>June</i>	<i>July</i>	<i>Aug.</i>	<i>Sept.</i>	<i>Oct.</i>	<i>Nov.</i>	<i>Dec.</i>
Eligible	350	480	487	477	529	590	609
Scheduled	64	95	86	108	109	122	142

Face to Face Visits 2016		
	<i>Jan.</i>	<i>Feb.</i>
Eligible	638	666
Scheduled	155	166

34. Please describe voter registration policies and activities of the agency in FY15 and FY16, to date. How is the agency preparing for the June 2016 primary election?

Each inmate committed to the DOC who is a US citizen, misdemeanant or pretrial felon living in the District of Columbia is afforded the opportunity to register and vote in District of Columbia elections and/or elections for federal office. Once the inmate completes the voter registration application it is hand delivered by DOC mail carrier to the Board of Elections (BOE) with a signed receipt. Prior to each election, BOE and the DOC Voting Coordinator meet and plan for the upcoming election. The DOC Voting Coordinator and staff along with the BOE develop a list of eligible registered inmates. Once the date has been set for voting to take place in both CCA/CTF and CDF the inmates are notified of the upcoming election through case management services, posters, flyers and regularly scheduled public announcements---describing requirements to vote as well as the deadline for submitting applications for an absentee ballot and the date voting will take place.

The Mayor's Office on Returning Citizens Affairs sends a list of citizens and or poll watchers who want to participate in the process. On the date of the voting, MORCA Poll Watchers and BOE come into the facility and match the absentee ballots with the list of inmates. Stations are set on each floor to regulate the voting process and are staffed with a BOE staff member, poll watcher, case manager, correctional officer and supervisor. Inmates are seated at the tables, given their absentee ballots and instructions on completion by BOE staff. The process is viewed/monitored by the poll watchers and DOC staff. Once the ballot is completed, it is sealed and handed by the inmate to BOE staff---ballots then remain in BOE possession.

If an inmate is in court, out on medical or other temporary release he/she will be allowed to vote upon return to the facility in a private area with the Voting Coordinator facilitating the process. Once the ballot is completed and sealed by the inmate, it is forwarded to the Voting Coordinator who contacts the BOE to have the ballot picked up from the facility with a signed receipt.

Currently there is a tentative date of June 8, 2016 set for voting to be conducted at both the CTF and CDF. The last date for inmates to register will be May 25, 2016 and the last date to submit an application for an absentee ballot will be June 3, 2016. In preparing for the upcoming election, the DOC Voting Coordinator will maintain communication with BOE and MORCA on all voting matters--and prepare to follow the existing voting policies and procedures. Please note that if an eligible inmate registers to vote while incarcerated but is released before the election, he/she may still vote once in the community.

35. What is the typical caseload for case managers? Please describe the training for this position.

Caseloads for a facility case manager average around 75 inmates. The assigned number is dependent upon the specific housing unit activity. Case managers are responsible for a number of critical services including intake processing, classification, housing assignments, PREA screening, referrals for specialized programming, administering risk and needs assessments, administrative housing reviews, grievance monitoring, supportive services coordination, and post release planning.

Minimum qualifications include a bachelor's degree and three to five years of work experience in a criminal justice setting. In addition to the required 40 hour pre-service and annual in-service training, new case managers are paired with experienced staff for a period of on-the-job training in key areas. Ongoing staff development around cultural diversity, PREA, LGBTQ relations, mental health, suicide prevention, and ethics is required.

36. What educational services does the Department provide to youth with a GED or high school diploma?

Currently, there are no juveniles in DOC custody that have earned a GED or high school diploma. Most are currently receiving daily on site educational classes through the DCPS Incarcerated Youth Program. If a juvenile does present with a high school diploma or GED, online resources have been identified to allow pursuit of college credits via correspondence classes.

In addition to identifying these resources, DOC has entered into a partnership with the University of the District of Columbia Community College (UDC-CC) and the Office of the State Superintendent of Education (OSSE) to offer career and technical education courses to residents. Currently all juvenile residents are attending job readiness classes three times per week in the evenings.

37. What special training do Department staff who work with youth receive? Is there any staff who interact with youth that do not receive this training?

DOC works in partnership with DYRS and other sister agencies in providing training for juvenile program/security staff. Specialized training includes:

- ✓ Positive Youth Development
- ✓ Juvenile Engagement
- ✓ Title 16
- ✓ Disciplinary Procedures
- ✓ Juvenile Unit Operational Protocols
- ✓ Trauma Informed Care
- ✓ Crisis Intervention
- ✓ Juvenile Programming

38. Please outline any ongoing environmental, structural or mechanical deficiencies throughout CDF and CTF.

The roof system at the Central Detention Facility is near the end of its useful life and failures in the system result in water infiltration to the building envelope during heavy rains and snow melt. Temporary repairs have been made to address significant leaks in recent years. Capital funds have been allocated for full roof rehabilitation, and DOC is working with DGS on design plans for phased roof work beginning in spring FY16.

HVAC systems and equipment serving the jail side housing units are near the end of their useful life and experiencing an increase in mechanical failures. Facility maintenance staff undertakes preventive maintenance and emergency repair activities as necessary to ensure the continued operation of the equipment. However, the HVAC system also suffers from structural deficiencies related to the initial installation that inhibits consistent temperature and air flow controls. DOC is working with DGS on design and engineering plans for complete replacement of the HVAC systems that will remedy current deficiencies and replace aged equipment. Design work is scheduled to be completed in FY16 with construction following in FY17-18 pending available capital funding.

Emergency power generators (4) serving the jail are beyond the end of their expected useful life and beginning to experience increasing and costly repairs. DOC facility maintenance completes routine operational testing and preventive maintenance service on each generator and associated electrical equipment to ensure continued operation of this mission critical equipment. DOC is working with DGS on design and engineering plans for complete replacement of the emergency generator system for the jail. Design work is scheduled to be completed in FY16 with construction following pending available capital funding.

39. What is the agency's role in issuing returning citizens certificates of good standing?

The Mayor's Office on Returning Citizens Affairs (MORCA) is the issuing agency for certificates of good standing. MORCA may request information from the DOC Records Office on behalf of an individual requesting a certificate.. Upon receipt, DOC will review all pertinent documents and databases and notify MORCA if the individual has completed any and all sentences (including parole, probation or supervised release) and whether there are any outstanding or pending charges or writs against the applicant--- as of the date that the certificate is requested. There were no requests received in FY 2015 or 2016 to date and no special funding required.