

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Medical Examiner**



**Responses to Fiscal Year 2015 Performance Oversight Questions**

**Roger A. Mitchell, Jr., M.D.**  
Chief Medical Examiner  
Submission to

Committee on the Judiciary  
Chairman Kenyan McDuffie  
Councilmember, Ward 5

February 17, 2016

Committee on the Judiciary  
John A. Wilson Building  
1350 Pennsylvania Ave., NW, Suite 506  
Washington, DC 20004

## General Questions

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.

A current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision is attached hereto. See Attachment A.

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

### Offices of the Chief & Administration Division

The Office of the Chief is responsible for oversight of the operational and programmatic functions of the OCME. The Office of Administration program provides administrative services and support to the staff of the OCME. These services include personnel management (timekeeping, training and educational development, and labor relations); contracting and procurement; risk, fleet, property and financial management; information technology and legal services; communications; and agency performance management.

### Death Investigation Division

The Death Investigation Division includes: a) forensic pathology; b) forensic investigation; c) anthropology and identification; d) a histology laboratory; and e) mortuary services. Forensic pathology involves conducting decedent examination, certifying the cause and manner of death and providing that information to next of kin and law enforcement, as well as designated government entities and interested parties. Forensic investigation includes evidence gathering, medical interpretation and provision of information to aid in the determination of the cause and manner of death. The Anthropology and Identification Unit administers the agency's Decedent Identification Program ensuring that identifications are made in an accurate and efficient manner. The histology laboratory processes samples toward the evaluation of tissue in support of cause and manner of death findings. The purpose of mortuary services is to provide body disposition and autopsy support to forensic pathology staff and the funeral industry.

### Forensic Toxicology Laboratory Division

The OCME Forensic Toxicology Laboratory maintains standards of practice for the detection, identification and quantitation of alcohol, drugs and other toxins in biological specimens. The Laboratory provides scientific support services to OCME in order that the agency may provide accurate death investigation and certification information in a timely manner to next of kin, law enforcement agencies, legal counsel and the community when required. The Forensic Toxicology Laboratory Division also administers the District's Breathe Program which consists of setting policy for the program, coordination of breath testing instrumentation maintenance and certification, providing training to law enforcement on the use of the instruments, and providing expert testimony, as well as litigation and discovery responses for testing performed on the instruments.

### Fatality Review Program Division

The Fatality Review program reviews the circumstances of the deaths of individuals within certain populations, including their interaction with District government services. The purpose of the reviews is to provide analysis and recommendations to the public and District entities serving defined populations, so they can address systemic problems, provide better services and be held accountable. The Fatality Review Division in FY15 included the Child Fatality Review Committee (CFRC), Developmental Disabilities Fatality Review Committee, and Domestic Violence Review Board (DVRB)

- b. Please provide a narrative explanation of any changes made during the previous year.

### Offices of the Chief & Administration Division

#### Development of a Data Analysis Fusion Center

During FY15, the agency began efforts toward development of a Data Analysis Fusion Center (DAFC). The DAFC concept is a collaborative effort between agencies to provide and/or share data with the goal of “prevention,” “detection,” “law enforcement” or other types of evaluation or analysis, particularly in the areas of public safety or health. For example, the agency’s mortality data is critical data that can be formatted in a manner that can provide key information to the Department of Health on various issues that can be formulated for various “prevention” messages. Further, the agency IT staff has been trained in GIS mapping wherein mortality data can be utilized by public safety cluster partners.

As part of this initiative, the agency hired an Epidemiologist with a primary responsibility of managing the DAFC in conducting routine epidemiologic investigations comprised of data surveillance, collection and analysis and statistical reporting. Data analyzed by the Epidemiologist relates to specified diseases, injuries or health related conditions; risk-related behavior; geographic areas; and other identifiable factors. Such data is to be routinely formulated for use collaboratively by agency partners towards enhanced support services to District residents and visitors in improved public health and safety. The agency has also enhanced its agency website’s Public Surveillance Section to ensure that key statistical reports generated and published are available for public review.

### Fatality Review Division

The Fatality Review Division underwent a full overhaul with the hiring of a new Supervisory Fatality Review Program Manager and a realignment of staff resources and work assignments amongst three staff that performed the work associated with three committee/board to include: the Child Fatality Review Committee; Developmentally Disabilities Fatality Review Committee; and the Domestic Violence Fatality Review Board. While previously all three staff persons’ work assignments were divided amongst the three entities, more structure was placed to the assignments such that overall productivity increased. The Supervisor also worked with the agency’s IT Lead to develop a Web Portal which enables committee members access to “secure” advanced case review materials prior to the meeting. This allows for a more productive and informed case review process. This reduces the amount of resources expended on printing and reproduction of case materials for the meeting and committee members are better prepared. This is improved organization structure and support improved

confidentiality which is required for the committees. The Division has also improved in staffing during the fiscal year by securing additional assistance through the Office of Risk Management's (ORM) Return to Work Program which has allowed the Division to continue the work of the Infant Mortality Team in producing case review reports. Of note, during this performance period the agency transitioned administration of the Domestic Violence Review Board (DVRB) to the Office of Victim Services. The agency will remain a member of the Board and, thus, a valuable contributor to this review process.

Death Investigation Division

During FY15, the agency began planning for the development and implementation of a Medical Examiner Transport Team (METT) pilot program in FY16. The METT pilot program consists of a team of agency staff that will perform body transport (livery) services leading to District self-sufficiency in the fulfilling this function therefore eliminating wholesale dependency on any one vendor. In addition to the current services provided by the existing vendor, which only include body transport, the significant advantage to the METT is the availability of dedicated staff to perform: fleet maintenance; decedent intake and release; fatality management response logistics; post-mortem radiology and identification; supply inventory and tracking; and mortuary QA/QC processes. Furthermore, the formation of the METT fulfills a set of standards established by National Association of Medical Examiner (NAME) Accreditation Checklist for proper body handling during day to day case response, as well as in the event of a mass fatality.

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 Schedule A is provided as Attachment B.

- 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.

Vacant Position	Position Number	Program Number	Activity Number	Grade	Salary		Fringe
					Min	Max	
Forensic Toxicologist	00075390	4000	4100	CS-11	\$55,195.00	\$11,590.95	
Medical Examiner	00008299	2000	2100	CS-06	\$168,515.00	\$35,388.15	
Nurse Consultant	00015169	3000	3100	CS-11	\$78,408.00	\$16,465.68	
OVS/Drug Facilitated	00088279	4000	4100	CS-11	\$55,195.00	\$11,590.95	

<b>Assault</b>						
<b>OVS/Child Infant Fatality Review</b>	00088280	3000	3100	CS-12	\$68,294.00	\$14,341.74

None of the vacant positions 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.

<b>NAME</b>	<b>TITLE</b>	<b>LENGTH OF SERVICE</b>
Allen,Deborah V	Autopsy Assistant	17
Bayard,Ciena N	Forensic Toxicologist	10
Beebe,Jenna Leigh	Fatality Review Program Manager	1
Bell,Dennis	Autopsy Assistant	30
Belle,Jeannette G	Intake Assistant	19
Betts,Elizabeth S	Supervisory Forensic Pathologist Assistant	8
Brathwaite,Sophia K.V	Forensic Toxicologist	1
Brown,Matthew B	Forensic Photography	7
Bryant,Stephon M	Autopsy Assistant	0
Byrd,Toya M	Staff Assistant	5
Chopra,Kiran	Forensic Toxicologist	13
Clingerman,Chelsea Nicolle	Pathologist Assistant	6
Coleman Jr.,Michael A	IT Lead	9
Contee,Kenneth D	IT Customer Service	7
Darby,James	Medical Technologist	9
DeVillier,Mikelle L	Supervisory Attorney Advisor	2
DiAngelo, Constance	Medical Examiner	1 week
Díaz,Carolina	Medicolegal Investigator	2
Elliott,Elizabeth A	Forensic Toxicologist	0
Fields,Beverly A	Chief of Staff	11
Fields,Leigh S	Medicolegal Investigator	9
Fogg,Peggy J	Management services Officer	39
Francis,Anna D	Supervisory Quality Control & Manager	12
Fripp,Savern M	Executive Assistant	10
Gales,Perlieshia	Intake Assistant	7
Garner,LaTishia	Pathologist Assistant	0
Glymph,Karen M	Records Management Specialist	35
Gorniak,Jan	Deputy Chief Medical Examiner	1
Gray,Samantha Bashaw	Forensic Toxicologist	4

Grosso,Katherine A	Forensic Investigator	10
Hall,Kimberli	Intake Assistant	8
Harvin,Donell	Emergency Response and Safety Manager	1
Heumen,Sidonie	Staff Assistant	1
Hiers,Viola A	Executive Assistant	25
Hobbs,Alexia	Forensic Toxicologist	0
Jamison,Latoya R	Forensic Investigator	6
Jewell,Azalie S	Intake Assistant	9
Johnson,Carolyn A	Program Analyst	39
Johnson,Keith E	Autopsy Assistant	0
Johnson,Stephanie M.	Forensic Investigator	2
Kim,Katherine	Forensic Investigator	2
Koolae,Mehdi	Medical Examiner	0
Kuhn,Michael	Forensic Toxicologist	0
Kurash,Lalynn G	Forensic Investigator	7
Landrie,Rachael A.	Forensic Photography	1
Lassiter,Kimberly A	Lead Autopsy Assistant	18
Leak,Chikarlo	Epidemiologist	0
Love,Jennifer	Forensic Anthropologist	1
Lyles,Denise A	Lead Medicolegal Investigator	15
Martin,Tracie	Senior Fatality Review Program Specialist	10
Mason,Nikia	Program Analyst	14
McCain,Kimberly C	Staff Assistant	0
Mitchell,Roger A	Chief Medical Examiner	2
Morgan,Daniel	Supervisory Medicolegal Investigator	0
Nolan,James	Support Services Specialist	25
Osbourne,Sasha-Gay I	Medical Examiner	0
Patten Raysor,Yvonne	Records Management Specialist	34
Petrasek,Mary Beth	Medicolegal Investigator	16
Pugh,Andrea	Staff Assistant	18
Rouse,Benita R	Management Liaison Specialist	2
Ruggery,Bryan A.	Forensic Toxicologist	1
Shelton,Esther	Staff Assistant	18
Smith,Melinda Delois	Intake Assistant	9
Snowden,Brian	Autopsy Assistant	0
Tabron,Lisa M	Customer Service Specialist	14
Tolliver,Samantha S.	Deputy Chief Toxicologist	2
Tops,Terrill	Medical Examiner	0
Ware Murrell,Tiffany N	Forensic Investigator	13

Waters, Lawrence K	Autopsy Assistant	13
Wood, Rebecca	Forensic Investigator	2
Wright, Jerel K	Forensic Investigator	5
Wright, Patricia E	Staff Assistant	31
Wynn, Charis	Forensic Toxicologist	0
Zarwell, Lucas W	Chief Toxicologist	13

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.

Name	Date of Detail	Date of Return
Kimberly McCain	3/2/15	9/30/16
Sidonie Heumen	8/12/15	9/30/16

The agency has two employees – Kimberly McCain and Sidonie Heumen are detailed to the agency through the District's Return to Work Program administered by the Office of Risk Management (ORM). The Return to Work Program helps employees get back to work as soon as possible after a job-related injury or illness and the two employees have been detailed to the agency in jobs consistent with modified duty restrictions. Ms. McCain has been detailed to the agency's Records Management Unit to assist in the management of electronic and hard copy records throughout their life cycles (creation/receipt, maintenance and use, and disposition. Ms. Heumen is detailed to the agency's Fatality Review Division and is responsible for gathering relevant information, including confidential law enforcement, hospital and other documents, as well as organizing cases in preparation for monthly case reviews.

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;

**OCME EMPLOYEES WITH CELLPHONES/COMMUNICATION DEVICES**

Dr. Mitchell, Roger - Chief Medical Examiner
Fields, Beverly - Chief of Staff
Hiers, Viola - Executive Assistant to CME
DeVillier, Mikelle - General Counsel
Fogg, Peggy - Management Services Officer
Fripp, Savern - Executive Assistant to COS
Nolan, James - Support Services Specialist
Coleman, Michael - IT Lead
Contee, Kenneth - IT Customer Service
Love, Jennifer, Ph.D - Spvsry Forensic Anthropologist

Landrie Rachael- Forensic Photography
Allen, Deborah - Autopsy Assistant
Bell, Dennis - Autopsy Assistant
Betts, Elizabeth - Suprvry-Forensic Pathologist Asst.
Brown, Matthew - Forensic Photography
Bryant, Stephon - Autopsy Assistant
Clingerman, Chelsea - Pathologist Asst.
Snowden, Brian – Autopsy Assistant
Lassiter, Kimberly - Autopsy Assistant
Johnson, Keith – Autopsy Assistant
Waters, Lawrence - Autopsy Assistant
Gartner, Latishia - Forensic Pathologist Assistant
Osborne Sasha, MD - Medical Examiner
Goslinoski, Lois, MD – Medical Examiner
DiAngelo, Constance, MD - Medical Examiner
Koolae, Medhi, MD - Medical Examiner
Mortzinos, Nikki, MD – Medical Examiner
Topps, Terrill, MD - Medical Examiner
Pierre-Louis, MD – Medical Examiner
Gorniak, Jan, DO - Deputy Chief Medical Examiner
Johnson, Stephanie - Forensic Investigator
Diaz, Carolina - Medicolegal Investigator
Grosso, Katherine - Forensic Investigator
Jamison, Latoya - Forensic Investigator
Kim, Katherine - Forensic Investigator
Kurash, Lalynn - Forensic Investigator
Fields, Leigh - Medicolegal Investigator
Lyles, Denise - Lead Investigator
Petrasek, Marybeth - Medicolegal Investigator
Ware, Tiffany - Forensic Investigator
Wood, Rebecca - Forensic Investigator
Wright, Jerel- Forensic Investigator
Morgan, Daniel - Director of Investigations
Zarwell, Lucas - Chief Toxicologist
Tolliver, Samantha - Deputy Chief Toxicologist
Mason, Nikia - Program Analyst
Francis, Anna - Supervisory QC & Records Manager
Rouse, Benita – Management Liaison Speciliast
Leak, Chikarlo – Epidemiologist
Harvin, Donell, Emergency Safety Administrator
Beebe, Jenna - Supervisory Fatality Review



- 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;

Make	Model	Year	Department/Unit
Ford	Explorer (Sport Trac)	2005	Administration
Dodge	Grand Caravan	2007	Administration
Chevrolet	Uplander	2007	Administration
Ford	E-450	2003	Mortuary
Chevrolet	Van Express	2005	Mortuary
Chevrolet	Van Express	2005	Mortuary
Chevrolet	Van Express	2009	Mortuary
Chevrolet	Van Express	2009	Mortuary
Ford	Explorer	2002	Investigation
Ford	Explorer	2002	Investigation
Ford	Explorer	2002	Investigation
Dodge	Grand Caravan	2006	Fatality Review
Dodge	Grand Caravan	2005	Medical Records

During FY15, the agency reports one accident in an agency vehicle on February 23, 2015 at approximately 3:05 pm. The incident occurred at the agency's facility on the B1 garage level of the Consolidated Forensic Laboratory at 401 E St, SW, Washington, DC and involved a minor impact of an MPD civilian's vehicle with an agency's vehicle.

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

FY2015 & FY2015 OCME (FX0) Employee Bonuses & Awards		
Payment Type	FY 2015	FY 2016
Total Awards	\$0.00	\$0.00
Total Bonus Pay	\$0.00	\$0.00
Total	\$0.00	\$0.00

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

## FY15 OCME Training and Travel

Date	Traveler	Title	Description	Local	SubGrant	Other	Justification
10/5/14-10/9/14	Colleen Moore	Forensic Toxicologist	Intoximeter EC/IR II Training	\$1,296.51			The Intoximeter training course for the EC/IR II (Breath Instrument) will enable the trainee to understand the equipment as well as to obtain knowledge necessary to certify, maintain, and troubleshoot the instruments. It is crucial to the Office of the Chief Medical Examiner, which is newly operating the breath program for the District, to have this employee trained and certified by the manufacturer in this capacity. The training will assist in the ability to continue a defensible program, as well as maintain, at low cost, all of the EC/IR II Instruments owned by the District.
10/5/14-10/9/14	Kimberly Lassiter	Lead Autopsy Assistant	Chesapeake Bay Division of the International Association for Identification (IAI) Fall Conference	\$480.30			The International Association for Identification conference will enable the participant to acquire knowledge and training related to forensic investigation and identification. This training will promote expedient and thorough death investigations and identification processes to better serve the families and citizens in the District of Columbia.
10/19/14-10/24/2014	Lucas Zarwell	Chief Toxicologist	Society of Forensic Toxicologists Annual Meeting	\$2,157.08			This annual meeting offers workshops and seminars, which will assist the Chief Toxicologist with implementing analytical testing recommendations and pharmacogenomics concepts into the routine work at OCME. These

						workshops and seminars are highly recognized in both the toxicology and legal community. Successful completion of these workshops and seminars will enhance the employee's expertise in drug behavioral interpretation and advance the individuals knowledge of forensic toxicology.
11/20/14-11/21/14	Mikelle DeVillier	General Counsel	National Employment Law Institute 35th Annual Employment Law Conference	\$575.00		This two-day course will provide 12 hours of continuing legal education including 1 hour of ethics training. Topics will cover all aspects of employment law including recent changes to the Family and Medical Leave Act, ADA Compliance, and Whistleblowing Claims to name a few. Attendance at this conference will ensure the employee is current on developing laws and policies in employment law to help ensure agency compliance and to minimize liability for non-conformity.
1/13/15-1/16/15	Jennifer Love	Forensic Anthropologist	OSAC Anthropology Subcommittee Meeting	\$0.00	Donation	The Organization of Scientific Area Committee (OSAC) Anthropology Subcommittees are charged with developing and vetting standards, guidelines, and code of practices for various areas within forensic science, including Forensic Anthropology. Participation by the OCME in the Forensic Anthropology Subcommittee will ensure the agency's participation in the advancement of the field and a direct understanding of best practices to be implemented in the OCME anthropology Laboratory daily operations.

1/22/15-6/19/15	Roger Mitchell, Jr.	Chief Medical Examiner	Masters Series for Distinguished Leaders - Joint Center for Political and Economic Studies	\$5,000.00			The MSDL training operates two days a month from January – June. Day one - is allocated to an interactive, leadership excellence, skills building seminars, using the case study method, simulating real life leadership challenges and scenarios. Day one – is allocated to participants contributing their skills and talents to Community Service Projects aimed at building capacity for community- serving organizations addressing the needs of under-served communities.
1/25/15-1/30/15	Anna Francis	IT Specialist (Plcy/Pln)	American Society of Crime Laboratory Directors/ Laboratory Accreditation Board- ISO- 17025 Training	\$2,321.19			As OCME prepares for NAME accreditation, the Toxicology laboratory is preparing for ISO 17025 accreditation, specifically in the area of Breath Alcohol calibration. To obtain laboratory compliance with ISO 17025 standards, the agency must employ ISO standards of practice in the areas of performance, records and documentation management. The ISO 17025 training will enable OCME to gain specific knowledge, skills and abilities for designing an ISO 17025 compliant management system as well as plan and conduct an ISO complaint internal audit for the agency.
1/26/15-1/30/15	Kiran Chopra	Forensic Toxicologist	Postmortem Forensic Toxicology Course		\$2,632.72	FY15 Coverdell Grant	This annual workshop offers specific courses in postmortem toxicology taught by nationally recognized experts and will assist the Toxicologist 13 with designing and implementing analytical tests as well as incorporating postmortem toxicological concepts into the routine work at OCME. This workshop is being offered for the first time

						by The Center for Forensic Science Research & Education in nearby Philadelphia, PA. Successful completion of this training and associated coursework will enhance the employee's expertise in postmortem forensic toxicology testing and interpretation. Coursework outline will be used to assist with developing an in-house study guide for individuals interested in applying and certifying with the American Board of Forensic Toxicology (ABFT)
1/26/15-1/30/15	Ciena Bayard	Forensic Toxicologist	Postmortem Forensic Toxicology Course		\$2,671.13	FY15 Coverdell Grant This annual workshop offers specific courses in postmortem toxicology taught by nationally recognized experts and will assist the Toxicologist 13 with designing and implementing analytical tests as well as incorporating postmortem toxicological concepts into the routine work at OCME. This workshop is being offered for the first time by The Center for Forensic Science Research & Education in nearby Philadelphia, PA. Successful completion of this training and associated coursework will enhance the employee's expertise in postmortem forensic toxicology testing and interpretation. Coursework outline will be used to assist with developing an in-house study guide for individuals interested in applying and certifying with the American Board of Forensic Toxicology (ABFT)
2/14/15-2/22/15	Jennifer Love	Forensic Anthropologist	American Academy of Forensic Sciences 67th		\$1,919.31	FY15 Coverdell Grant The objective of the AAFS Continuing Educational Program is to understand the perspectives and

			Annual Meeting				roles of the various forensic science disciplines, increase awareness of current forensic science issues, learn new technologies and methods, broaden diagnostic acumen while gaining practical knowledge to modify current practices and concepts.
2/15/2015 - 2/21/2015	Sunil Prashar	Medical Examiner	American Academy of Forensic Sciences 67th Annual Meeting		\$1,500.00	FY15 Coverdell Grant	The objective of the AAFS Continuing Educational Program is to understand the perspectives and roles of the various forensic science disciplines, increase awareness of current forensic science issues, learn new technologies and methods, broaden diagnostic acumen while gaining practical knowledge to modify current practices and concepts. While attending the AAFS and NAME scientific meetings, I will be obtaining Continuing Medical Education (CME) and Self-Assessment Module (SAM) credits required for the maintenance of my DC medical license and Board Certification in Anatomic and Forensic Pathology.
2/16/2015 - 2/21/15	Jan Gorniak	Deputy Chief Medical Examiner	American Academy of Forensic Sciences 67th Annual Meeting		\$2,052.77	FY15 Coverdell Grant	The objective of the AAFS Continuing Educational Program is to understand the perspectives and roles of the various forensic science disciplines, increase awareness of current forensic science issues, learn new technologies and methods, broaden diagnostic acumen while gaining practical knowledge to modify current practices and concepts. While attending the AAFS and NAME scientific meetings, I will be obtaining Continuing Medical Education (CME)

							and Self- Assessment Module (SAM) credits required for the maintenance of my DC medical license and Board Certification in Anatomic and Forensic Pathology.
2/18/15-2/19/15	Samantha Bashaw	Forensic Toxicologist	Mass Spectrometry: New Applications in Forensic Toxicology	\$0.00		Donation	Employee developed method to test post mortem samples using a time-of-flight Mass Spectrometer and was asked to present the Governments finding in an event hosted by manufacture
4/16/15-4/19/15	Rebecca Wood	Forensic Investigator	Chesapeake Bay Division of the International Association for Identification Spring 2015 Educational Conference	\$0.00			This educational conference would be vital to the OCME. It will aide in continuing to develop relationships with adjacent agencies and stay current with the newest policies and procedures in the field of forensic science. Adapting to fir the most current techniques and practices would benefit the constituents of the District of Columbia as well as the functioning and performance of OCME.
4/24/2015	Jenna Beebe	Fatality Review Program Manager	Licensed Clinical Social Work (LCSW) exam prep course Seminar	\$0.00			This educational seminar will not only prepare me to sit for the advanced social work licensure exam, but will also provide 12 continuing education units which will count towards the renewal of my current social work license. Maintaining a license and attaining the highest credentials possible is a goal of the OCME and having credentialed employees is a great benefit to the District of Columbia.
4/28/15-4/30/15	Katherine Kim	Forensic Investigator	Homicide and Violent Crimes Investigations Seminar	\$0.00			This training offers an opportunity to gather insight, through the law enforcement perspective, in applying a criminal investigative assessment process to violent crime

							investigations, as is often a necessary part of my position.
5/16/15-5/22/15	Samantha Tolliver	Deputy Chief Toxicologist	Robert F. Borkenstein Course on Alcohol and Highway Safety		\$2,675.85	FY15 Coverdell Grant	These courses are designed to assist in training toxicologists for alcohol and drug related testimony in a court of law. These are quintessential classes which are highly recognized in both the toxicology and legal community. Successful completion of this coursework will aid toxicologists in demonstrating their expertise in drug behavioral interpretation, which aids the Office of the Attorney General in prosecuting Driving Under the Influence (DUI) and homicide cases
7/19/15-7/22/15	Roger Mitchell, Jr.	Chief Medical Examiner	National Bar Association	\$1,465.32			The National Bar Association Convention in Los Angeles, California is an opportunity for the DC OCME to educate attorneys from across the country and the world as to the Medical Examiner's role in determining cause and manner of death, fatality review and public health concepts related to law and safety. I will be participating in a multi-disciplinary panel highlighting my work in violence prevention, programs and policies. Additionally, I will earn Continuing Medical Education (CME) credits for serving on the panel. CME credits are required for the maintenance of my DC medical licensure.
7/19/15-7/23/15	Denise Lyles	Lead Medicolegal Investigator	Masters 16 for Advanced Death Investigators Course		\$1,868.33	FY15 Coverdell Grant	This course is designed to provide veteran medicolegal death investigators with the latest advancements in forensic sciences. It will provide information and training in current forensic methods to improve the quality of medicolegal death investigations.



7/19/15-7/23/15	Leigh Fields	Medicolegal Investigator	Masters 16 for Advanced Death Investigators Course		\$1,978.07	FY15 Coverdell Grant	This course is designed to provide veteran medicolegal death investigators with the latest advancements in forensic sciences. It will provide information and training in current forensic methods to improve the quality of medicolegal death investigations.
7/20/15-7/24/15	Anna Francis	QA/QC Records Manager	2015 International Symposium on Forensic Error Management-Detection, Measurement and Mitigation		\$178.00		This symposium is devoted exclusively to the topic of forensic science error management. Speakers, panels, and posters addressing the ways to detect, measure, and mitigate forensic science error will open dialog about these topics during the training. The symposium will explore root causes and possible solutions to help identify and reduce forensic science error. This symposium will assist the QA/QC Records Manager with implementing the practice of corrective action and applying root cause analysis to the office of the Chief Medical Examiner.
7/27/15-7/29/15	Jennifer Love	Forensic Anthropologist	Anthropology Center Digitizer Workshop		\$1,248.41		The Texas State Forensic Anthropology Center is offering a 3-day training course in cranial analysis using a Microscribe digitizer. Cranial analysis is a key component of biological profile development of unidentified skeletal remains, and is the basis for estimating sex and ancestry of the individual. Cranial measurements are collected with the greatest precision and accuracy using a three dimensional digitizer. The Office of the Chief Medical Examiner possesses a Microscibe Digitizer, but no staff member has been certified as a competent operator. The digitizer

							workshop provides an opportunity for the Forensic Anthropologist to be properly trained and certified as a competent operator.
8/2/15-8/5/15	Roger Mitchell, Jr.	Chief Medical Examiner	National Medical Association 113th Annual Convention and Scientific Assembly	\$1,178.90			The National Medical Association (NMA) is the collective voice of African American physicians and the leading force for parity and justice in medicine and the elimination of disparities in health. The National Medical Association (NMA) is the largest and oldest national organization representing African American physicians in the United States. The NMA is committed to improving the quality of health among minorities and disadvantaged people through its membership, professional development, community health education, advocacy, research and partnerships with federal and private agencies.
8/15/15-8/31/15	Anna Francis	QA/QC Records Manager	Vital Business Information	\$125.00			This course will meet the requirement of the Individual Development Plan (IDP) within each employee Performance Evaluation. As the Records Management unit transitions from a single focus of handling "case files" only, to handling records agency-wide and as the agency transitions to electronically storing case files and documents, it is important for the Records Management Staff to understand the basic concepts and federal guidelines for properly handling "Vital Business Information" for the entire agency. This

							<p>course will provide instruction on how to identify, protect, and make readily available the vital records needed to support the resumption of critical business functions after a disaster, and to establish and administer a vital records program needed for the core mission of the agency.</p>
8/15/15-8/31/15	Karen Glymph	Records Management Specialist	Vital Business Information	\$125.00			<p>This course will meet the requirement of the Individual Development Plan (IDP) within each employee Performance Evaluation. As the Records Management unit transitions from a single focus of handling "case files" only, to handling records agency-wide and as the agency transitions to electronically storing case files and documents, it is important for the Records Management Staff to understand the basic concepts and federal guidelines for properly handling "Vital Business Information" for the entire agency. This course will provide instruction on how to identify, protect, and make readily available the vital records needed to support the resumption of critical business functions after a disaster, and to establish and administer a vital records program needed for the core mission of the agency.</p>
8/15/15-8/31/15	Yvonne Patten-Raysor	Records Management Specialist	Vital Business Information	\$125.00			<p>This course will meet the requirement of the Individual Development Plan (IDP) within each employee Performance Evaluation. As the Records Management unit transitions from a single focus of handling "case files" only, to handling records agency-wide and as the agency transitions to</p>

							electronically storing case files and documents, it is important for the Records Management Staff to understand the basic concepts and federal guidelines for properly handling "Vital Business Information" for the entire agency. This course will provide instruction on how to identify, protect, and make readily available the vital records needed to support the resumption of critical business functions after a disaster, and to establish and administer a vital records program needed for the core mission of the agency.
8/11/15-8/13/15	Elizabeth Betts	Supervisory Pathologists Assistant	2015 Regional Mass Fatality Management Training	\$964.50			The Regional Mass Fatality Management Response System Training will enable the participant to communicate with regional/federal partners involved in the development of fatality management, victim identification, and disaster morgue operations. A mission of the Office of the Chief Medical Examiner (OCME) is to perform death investigations in the District of Columbia while maintaining continuity of operations during a mass fatality incident. It is critical that these employees participate in the lectures and simulations to obtain exposure to established mass fatality constructs that may influence OCME emergency operations, as well as identifying process mapping for disaster morgue operations. This training will promote expedient and enhanced death investigations in unusual, complicated emergencies, improve response and service to families in the District of Columbia

							during mass fatality incidents, as well as prepare the agency for accreditation.
8/11/15-8/13/15	Denise Lyles	Lead Medicolegal Investigator	2015 Regional Mass Fatality Management Training	\$1,037.50			The Regional Mass Fatality Management Response System Training will enable the participant to communicate with regional/federal partners involved in the development of fatality management, victim identification, and disaster morgue operations. A mission of the Office of the Chief Medical Examiner (OCME) is to perform death investigations in the District of Columbia while maintaining continuity of operations during a mass fatality incident. It is critical that these employees participate in the lectures and simulations to obtain exposure to established mass fatality constructs that may influence OCME emergency operations, as well as identifying process mapping for disaster morgue operations. This training will promote expedient and enhanced death investigations in unusual, complicated emergencies, improve response and service to families in the District of Columbia during mass fatality incidents, as well as prepare the agency for accreditation.

9/1/15-10/26/15	Beverly Fields	Chief of Staff	Villanova University Six Sigma GreenBelt	\$2,295.00	<p>The employee serves as the Chief of Staff of the agency responsible for overall efficient and effective functioning of the Office of the Chief Medical Examiner, including its operating components. The employee directs day-to-day management of internal operations, including budget, purchasing/procurement, personnel, administration, information technology, property management. The course will assist the employee in her role of management of the agency with regard to efficient operation, reduction in waste and fiscal accountability. Utilizing a disciplined, data-driven approach, Six Sigma practitioners use data to monitor, control, and improve operational performance by eliminating and preventing defects in products and associated processes, including management, service delivery, design, production and customer satisfaction. Which allows agencies to use Six Sigma and Lean as a way to achieve goals to create positive change across all aspects of the business, including human resources, financial, legal, customer relations, information technology and operations. Six Sigma is a course that is offered to employees by the District government and, as such, is in line with the training concepts to assist District employees in successful performance.</p>
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9/24/15-9/26/15	Roger Mitchell, Jr.	Chief Medical Examiner	First Annual Conference on Forensic Pediatric Pathology	\$924.91		<p>This one-day conference is aimed at a broad based audience and will aim to cover topical issues in general forensic pathology and pediatric forensic pathology. The Eastern Ontario Regional Laboratory Association (EORLA) is a non-profit organization encompassing the operation of 19 licensed, acute-care, hospital-based clinical laboratories. EORLA laboratories provide diagnostic testing to both hospital inpatients and registered outpatients, performing approximately 12 million tests annually. Comprehensive testing in the disciplines of Anatomic Pathology, Biochemistry, Genetics, Transfusion Medicine, Hematopathology, and Microbiology/ Virology is performed.</p>
9/24/15-9/26/15	Terrill Tops	Medical Examiner	College of American Pathologists, Forensic Pathology Committee (CAP/FPC)	\$1,000.00	Donation	<p>The District of Columbia will benefit from having a board-certified member from OCME to participate in this meeting by ensuring that forensic that forensic pathologists are able to continue with their medical education, maintain their medical licenses and having the tools necessary to successfully become recertified by the American Board of Pathology in the area of Forensic Pathology.</p>

## FY16 OCME Training and Travel

Date	Traveler	Title	Description	Local	Grant	Other	Justification
10/2/15-10/6/15	Sasha Osbourne	Medical Examiner	NAME Annual Convention and Scientific Assembly		\$2,860.87	FY15 Coverdell Grant	The objective of the NAME 2015 Annual Meeting is to increase basic and applied pathology knowledge, focusing on autopsy and forensic pathology. The NAME 2015 Annual Meeting is designed to meet the participants' educational needs in the physician competency area of Medical Knowledge, as defined by the Accreditation Council for Graduate Medical Education (ACGME) and the American Board of Medical Specialties (ABMS). In addition, the NAME annual meeting supports participants' lifelong learning towards a goal of promoting patient safety and improving patient care, specifically targeted to forensic pathologists, medical examiners, coroners, death investigators, forensic administrators and forensic scientists.
10/4/15-10/8/15	Kiran Chopra	Forensic Toxicologist	Intoximeters EC/IR II Training		\$1,697.00	FY15 Coverdell Grant	The Intoximeter training course for the EC/IR II (Breath Instrument) will enable the trainee to understand the equipment as well as to obtain knowledge necessary to certify, maintain, and troubleshoot the instruments. It is crucial to the Office of the Chief Medical Examiner, which is newly operating the breath program for the District, to have this employee trained and certified by the manufacturer in this capacity. The training will assist in the ability to continue a defensible



						program, as well as maintain, at low cost, all of the EC/IR II Instruments owned by the District.
10/18/15-10/20/15	Lucas Zarwell	Chief Toxicologist	Society of Forensic Toxicologists Annual Meeting		\$1,374.70	FY15 Coverdell Grant This annual meeting offers workshops and seminars, which will assist Toxicologist with implementing analytical testing recommendations and pharmacogenomics concepts into the routine work at OCME. These workshops and seminars are highly recognized in both the toxicology and legal community. Successful completion of these workshops and seminars will enhance the employee's expertise in drug behavioral interpretation and advance the individuals knowledge of forensic toxicology.
10/18/15-10/23/15	Samantha Bashaw	Forensic Toxicologist	Society of Forensic Toxicologists Annual Meeting		\$2,446.20	FY15 Coverdell Grant This annual meeting offers workshops and seminars, which will assist Toxicologist with implementing analytical testing recommendations and pharmacogenomics concepts into the routine work at OCME. These workshops and seminars are highly recognized in both the toxicology and legal community. Successful completion of these workshops and seminars will enhance the employee's expertise in drug behavioral interpretation and advance the individuals knowledge of forensic toxicology.
10/18/15-10/23/15	Bryan Ruggery	Forensic Toxicologist	Society of Forensic Toxicologists Annual Meeting		\$2,543.70	FY15 Coverdell Grant This annual meeting offers workshops and seminars, which will assist Toxicologist with implementing analytical testing recommendations and pharmacogenomics concepts into the routine work at OCME. These workshops and seminars

						are highly recognized in both the toxicology and legal community. Successful completion of these workshops and seminars will enhance the employee's expertise in drug behavioral interpretation and advance the individuals knowledge of forensic toxicology.	
10/19/15-10/23/15	Samantha Tolliver	Deputy Chief Toxicologist	Society of Forensic Toxicologists Annual Meeting		\$1,500.44	FY15 Coverdell Grant	This annual meeting offers workshops and seminars, which will assist Toxicologist with implementing analytical testing recommendations and pharmacogenomics concepts into the routine work at OCME. These workshops and seminars are highly recognized in both the toxicology and legal community. Successful completion of these workshops and seminars will enhance the employee's expertise in drug behavioral interpretation and advance the individuals knowledge of forensic toxicology.
10/19/15-10/23/15	Jan Gorniak	Deputy Chief Medical Examiner	Technical Emergency Response Training for DCBRNE Incidents	\$0.00		Donation	The Crime Scene Management for Chemical, Biological, Radiological, Nuclear or Explosive Incidents (CSM), Hazardous Materials Evidence Collection for CBRNE Incidents (HEC), and Hands-on Training for CBRNE Incidents (HOT) is a five-day training course, designed to enhance the responder's ability to manage a chemical, biological, radiological, nuclear, or explosive crime scene. This course prepares state, local, and tribal responders to respond to and document these explosives.
10/21/2015	Tracie Martin	Senior Fatality Review Specialist	Social Work as a Front Line to Chronic Disease Management	\$0.00			By participating in this training, I will gain knowledge that can be utilized during the fatality reviews of natural deaths. Overall, social workers

						facilitate a large portion of the direct service planning for the FRU decedents, and knowledge of their role in the management of chronic disease is crucial when developing recommendations for improvements in practice.
10/25/15-10/30/15	Matthew Brown	Forensic Photographer	Miami-Dade County Medical Examiner International Forensic Photography Seminar- Fall 2015		\$2,266.04	FY15 Coverdell Grant The International Forensic Photography seminar will enable the participant to acquire knowledge and training related to photographic documentation for death and crime scene investigation. A mission of the Office of the Chief Medical Examiner (OCME) is to perform death investigations in the District of Columbia and maintain visual documentation of such proceedings and corresponding evidence. It is critical that the employee participate in the lectures and practicums to obtain information about new advances in forensic photographic documentation, which may enhance the development of OCME operations, specifically for post mortem examination and scene investigation procedures.
10/31/15-11/3/15	Chikarlo Leak	Forensic Epidemiologist	American Public Health Association Annual Meeting	\$1,515.99		Dr. Leak will be delivering a presentation regarding strategies included in the Affordable Care Act that addresses the social determinants of health and prevent mortality and morbidity. In addition, the workshops and seminars are highly recognized in the field of public health with over 12,000 colleagues from the U.S. and around the world in attendance. Successful completion of the presentation, workshop and seminars will enhance his knowledge of new and innovative

							approaches to forensic epidemiological, data analysis, and dissemination.
10/31/15-11/3/15	Donell Harvin	Administrator	American Public Health Association Annual Meeting	\$0.00			Attendance at this conference would increase knowledge in an occupational health and safety and disaster response, which will allow better performance of duties as assigned
11/1/15-12/26/15	Beverly Fields	Chief of Staff	Villanova University Six Sigma	\$2,495.00			The employee serves as the Chief of Staff of the agency responsible for overall efficient and effective functioning of the Office of the Chief Medical Examiner, including its operating components. The employee directs day-to-day management of internal operations, including budget, purchasing/procurement, personnel, administration, information technology, property management. The course will assist the employee in her role of management of the agency with regard to efficient operation, reduction in waste and fiscal accountability. Utilizing a disciplined, data-driven approach, Six Sigma practitioners use data to monitor, control, and improve operational performance by eliminating and preventing defects in products and associated processes, including management, service delivery, design, production and customer satisfaction. Which allows agencies to use Six Sigma and Lean as a way to achieve goals to create positive change across all aspects of the business, including human resources, financial, legal,

						customer relations, information technology and operations. Six Sigma is a course that is offered to employees by the District government and, as such, is in line with the training concepts to assist District employees in successful performance.
12/2/2015	Michael Coleman	IT Lead	Cisco TelePresence Equipment Training	\$299.00		Given the District's continued and evolving use of the DC-Net Cisco TelePresence platform and the OCME's substantial investment in these VTC solutions, it is imperative that OCME staff becomes proficient in the support and operation of these platforms. To reduce the cost of support and troubleshooting, it is suggested that agency staff be as familiarized with the Cisco line of video TelePresence hardware and software as possible. OCME would like to pursue certification for support of Cisco TelePresence systems such as the SX10s already owned by OCME and the IX5000 we will soon be deploying.

1/1/16-4/21/16	Beverly Fields	Chief of Staff	Villanova University - Six Sigma Black Belt	\$2,605.00	<p>The employee serves as the Chief of Staff of the agency responsible for overall efficient and effective functioning of the Office of the Chief Medical Examiner, including its operating components. The employee directs day-to-day management of internal operations, including budget, purchasing/procurement, personnel, administration, information technology, property management. The course will assist the employee in her role of management of the agency with regard to efficient operation, reduction in waste and fiscal accountability. Utilizing a disciplined, data-driven approach, Six Sigma practitioners use data to monitor, control, and improve operational performance by eliminating and preventing defects in products and associated processes, including management, service delivery, design, production and customer satisfaction. Which allows agencies to use Six Sigma and Lean as a way to achieve goals to create positive change across all aspects of the business, including human resources, financial, legal, customer relations, information technology and operations. Six Sigma is a course that is offered to employees by the District government and, as such, is in line with the training concepts to assist District employees in successful performance.</p>
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1/30/16- 2/5/16	Roger Mitchell, Jr.	Chief Medical Examiner	Forensic Medicine Authority (FMA)	\$0.00	Donation	This travel to Cairo, Egypt will be fully funded by the U.S. Department of Justice – International Criminal Investigative Assistance Program (ICITAP). The ICITAP intends to provide travel arrangements necessary for me to travel to Cairo, Egypt to assist in conducting a training needs and assessment at the Egyptian Ministry of Justice’s Forensic Medical Authority Facility. The DC OCME will benefit from improved awareness of death investigations in other cultures and will be better prepared to serve families from immigrant communities.
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- e. A 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.

**FY 2015 OVERTIME EARNINGS AND WORKER'S COMPENSATION BY EMPLOYEE**

Agency Code	Fiscal Year	Agy Fund	Program Number	Activity Number	Employee Name	Position Number	Position Title	Overtime Pay	Worker's Comp
FX0	2015	0100	2000	2301	Lassiter, Kimberly A	00047550	Lead Forensic Autopsy Assistan	\$26,879.31	\$0.00
FX0	2015	0100	2000	2301	Betts, Elizabeth S	00075679	Supvy Foren Pathologist's Asst	\$12,030.60	\$0.00
FX0	2015	0100	2000	2200	Petrasek, Mary Beth	00002927	MEDICAL LEGAL INVESTIGATOR	\$9,396.24	\$0.00
FX0	2015	0100	2000	2200	Jamison, Latoya R	00045530	FORENSIC INVESTIGATOR	\$8,699.94	\$0.00
FX0	2015	0100	2000	2200	Kim, Katherine	00077462	FORENSIC INVESTIGATOR	\$6,510.16	\$0.00
FX0	2015	0100	2000	2200	Grosso, Katherine A	00016298	FORENSIC INVESTIGATOR	\$5,906.48	\$0.00
FX0	2015	0100	2000	2301	Waters, Lawrence K	00071713	Autopsy Assistant (Mortuary)	\$5,516.99	\$0.00
FX0	2015	0100	2000	2200	Wood, Rebecca	00045531	FORENSIC INVESTIGATOR	\$5,253.91	\$0.00
FX0	2015	0100	2000	2200	Fields, Leigh S	00035031	MEDICAL LEGAL INVESTIGATOR	\$5,150.38	\$0.00
FX0	2015	0100	3000	3100	Byrd, Toya M	00035415	Staff Assistant	\$5,052.36	\$0.00
FX0	2015	0100	2000	2301	Clingerman, Chelsea Nicolle	00073620	Forensic Pathologists Assistan	\$4,818.29	\$0.00
FX0	2015	0100	2000	2100	Mourtzinos, Nikki	00075174	Medical Officer (Medical Exami	\$4,481.68	\$0.00
FX0	2015	0100	2000	2200	Johnson, Stephanie M.	00073738	FORENSIC INVESTIGATOR	\$3,811.76	\$0.00
FX0	2015	0100	2000	2200	Wright, Jerel K	00073706	FORENSIC INVESTIGATOR	\$3,679.58	\$0.00
FX0	2015	0100	2000	2301	Garner, LaTishia	00075161	Forensic Pathologists Assistan	\$3,390.39	\$0.00
FX0	2015	0100	2000	2200	Kurash, Lalynn G	00045528	FORENSIC INVESTIGATOR	\$3,166.59	\$0.00
FX0	2015	0100	2000	2301	Landrie, Rachael A.	00035028	Forensic Photographer	\$2,925.13	\$0.00
FX0	2015	0100	2000	2200	Díaz, Carolina	00075184	Medicolegal Investigator	\$2,818.16	\$0.00
FX0	2015	0100	4000	4100	Brathwaite, Sophia K.V	00075531	FORENSIC TOXICOLOGIST	\$2,572.86	\$0.00
FX0	2015	9150	2000	2301	Betts, Elizabeth S	00075679	Supvy Foren Pathologist's Asst	\$2,537.03	
FX0	2015	0100	2000	2200	Ware Murrell, Tiffany N	00044663	FORENSIC INVESTIGATOR	\$2,353.18	\$0.00
FX0	2015	0100	4000	4100	Bayard, Ciena N	00075529	Forensic Toxicologist	\$2,250.40	\$0.00
FX0	2015	0100	2000	2100	Tops, Terrill	00012132	Medical Officer (Medical Exami	\$2,078.26	\$0.00
FX0	2015	0100	2000	2301	Brown, Matthew B	00046876	Forensic Photographer	\$1,910.18	\$0.00
FX0	2015	0100	2000	2200	Jewell, Azalie S	00025735	INTAKE ASSISTANT	\$1,507.80	\$0.00
FX0	2015	0100	2000	2301	Bryant, Stephon M	00001881	Forensic Autopsy Assistant	\$1,382.75	\$0.00
FX0	2015	0100	4000	4100	Bashaw, Samantha R	00074665	Forensic Toxicologist	\$1,346.52	\$0.00
FX0	2015	9150	2000	2301	Waters, Lawrence K	00071713	Autopsy Assistant (Mortuary)	\$1,163.43	
FX0	2015	0100	2000	2200	Gales, Perlieshia	00001655	INTAKE ASSISTANT	\$1,066.92	\$0.00
FX0	2015	0100	2000	2100	Koolae, Mehdi	00013140	Medical Officer	\$1,035.24	\$0.00
FX0	2015	9150	2000	2301	Clingerman, Chelsea Nicolle	00073620	Forensic Pathologists Assistan	\$1,016.09	
FX0	2015	0100	2000	2200	Smith, Melinda Delois	00007099	INTAKE ASSISTANT	\$908.82	\$0.00
FX0	2015	0100	4000	4100	Ruggery, Bryan A.	00075527	Forensic Toxicologist	\$812.61	\$0.00
FX0	2015	0100	4000	4100	Moore, Colleen A.	00075390	FORENSIC TOXICOLOGIST	\$807.72	\$0.00
FX0	2015	9150	2000	2301	Garner, LaTishia	00075161	Forensic Pathologists Assistan	\$714.97	
FX0	2015	0100	2000	2301	Bell, Dennis	00071575	Autopsy Assistant (Mortuary)	\$652.16	\$0.00
FX0	2015	0100	2000	2200	Belle, Jeannette G	00018678	INTAKE ASSISTANT	\$610.15	\$0.00
FX0	2015	0700	4000	4100	Clyde, Cassandra	00003127	Forensic Toxicologist	\$588.82	\$0.00
FX0	2015	0100	2000	2200	Hall, Kimberli	00036048	INTAKE ASSISTANT	\$586.66	\$0.00
FX0	2015	9150	2000	2301	Lassiter, Kimberly A	00047550	Lead Forensic Autopsy Assistan	\$487.91	
FX0	2015	0100	2000	2301	Darby, James	00077078	Medical Technologist	\$384.57	\$0.00
FX0	2015	9150	2000	2301	Bryant, Stephon M	00001881	Forensic Autopsy Assistant	\$291.60	
FX0	2015	0100	2000	2301	Allen, Deborah V	00047551	AUTOPSY ASSISTANT (MORTUARY)	\$201.29	\$0.00
FX0	2015	0100	2000	2100	Osbourne, Sasha-Gay I	00003341	Medical Officer (Medical Exami	\$182.99	\$0.00
FX0	2015	9150	2000	2301	Bell, Dennis	00071575	Autopsy Assistant (Mortuary)	\$137.53	
FX0	2015	0100	2000	2100	Wright, Patricia E	00008465	STAFF ASSISTANT	\$137.33	\$0.00
FX0	2015	0100	2000	2200	Tabron, Lisa M	00025052	Customer Support Specialist	\$98.74	\$0.00
FX0	2015	9150	2000	2301	Allen, Deborah V	00047551	AUTOPSY ASSISTANT (MORTUARY)	\$42.45	
FX0	2015	0100	1000	1020	Nolan, James	00071359	Program Analyst	\$37.69	\$0.00
FX0	2015	0100	2000	2100	Pugh, Andrea	00015696	STAFF ASSISTANT	\$21.42	\$0.00
<b>AGENCY GRAND TOTAL</b>								<b>\$149,414.03</b>	<b>\$0.00</b>



**FY 2016 OVERTIME EARNINGS AND WORKER'S COMPENSATION BY EMPLOYEE**

Agency Code	Fiscal Year	Fund	Program Number	Activity Number	Employee Name	Position Number	Position Title	Overtime Pay	Worker's Comp
FXO	2016	0100	2000	2301	Lassiter, Kimberly A	00047550	Lead Forensic Autopsy Assistan	\$11,537.27	\$0.00
FXO	2016	0100	2000	2200	Fields, Leigh S	00035031	MEDICAL LEGAL INVESTIGATOR	\$4,442.45	\$0.00
FXO	2016	0100	2000	2301	Betts, Elizabeth S	00075679	Supvy Foren Pathologist's Asst	\$4,024.64	\$0.00
FXO	2016	0100	2000	2200	Johnson, Stephanie M.	00073738	FORENSIC INVESTIGATOR	\$3,977.68	\$0.00
FXO	2016	0100	2000	2200	Ware Murrell, Tiffany N	00044663	FORENSIC INVESTIGATOR	\$2,430.93	\$0.00
FXO	2016	0100	2000	2200	Kim, Katherine	00077462	FORENSIC INVESTIGATOR	\$2,190.16	\$0.00
FXO	2016	0100	2000	2301	Bryant, Stephon M	00001881	Forensic Autopsy Assistant	\$1,901.60	\$0.00
FXO	2016	0100	2000	2200	Jamison, Latoya R	00045530	FORENSIC INVESTIGATOR	\$1,806.31	\$0.00
FXO	2016	0100	2000	2200	Petrasek, Mary Beth	00002927	MEDICAL LEGAL INVESTIGATOR	\$1,738.43	\$0.00
FXO	2016	0100	2000	2301	Garner, LaTishia	00075161	Forensic Pathologists Assistan	\$1,600.60	\$0.00
FXO	2016	0100	2000	2301	Waters, Lawrence K	00071713	Autopsy Assistant (Mortuary)	\$1,390.89	\$0.00
FXO	2016	0100	2000	2301	Landrie, Rachael A.	00035028	Forensic Photographer	\$1,349.75	\$0.00
FXO	2016	0100	2000	2200	Grosso, Katherine A	00016298	FORENSIC INVESTIGATOR	\$1,315.74	\$0.00
FXO	2016	0100	2000	2200	Wood, Rebecca	00045531	FORENSIC INVESTIGATOR	\$1,290.68	\$0.00
FXO	2016	0100	2000	2301	Brown, Matthew B	00046876	Forensic Photographer	\$1,094.54	\$0.00
FXO	2016	0100	2000	2301	Clingerman, Chelsea Nicolle	00073620	Forensic Pathologists Assistan	\$1,072.56	\$0.00
FXO	2016	0100	2000	2200	Díaz, Carolina	00075184	Medicolegal Investigator	\$937.55	\$0.00
FXO	2016	0100	2000	2200	Gales, Perlieshia	00001655	INTAKE ASSISTANT	\$868.37	\$0.00
FXO	2016	0100	1000	1085	Wright, Patricia E	00008465	STAFF ASSISTANT	\$766.50	\$0.00
FXO	2016	0100	1000	1090	Gorniak, Jan	00034821	Deputy Chief Medical Examiner	\$742.79	\$0.00
FXO	2016	0100	2000	2301	Bell, Dennis	00071575	Autopsy Assistant (Mortuary)	\$437.20	\$0.00
FXO	2016	0100	2000	2200	Hall, Kimberli	00036048	INTAKE ASSISTANT	\$418.07	\$0.00
FXO	2016	0100	2000	2100	Mourtzinos, Nikki	00075174	Medical Officer (Medical Exami	\$306.64	\$0.00
FXO	2016	0100	2000	2200	Smith, Melinda Delois	00007099	INTAKE ASSISTANT	\$300.04	\$0.00
FXO	2016	0100	2000	2200	Kurash, Lalynn G	00045528	FORENSIC INVESTIGATOR	\$296.36	\$0.00
FXO	2016	0100	2000	2200	Belle, Jeannette G	00018678	INTAKE ASSISTANT	\$285.98	\$0.00
FXO	2016	0100	2000	2200	Wright, Jerel K	00073706	FORENSIC INVESTIGATOR	\$285.79	\$0.00
FXO	2016	0100	2000	2301	Johnson, Keith E	00047548	Forensic Autopsy Assistant	\$265.93	\$0.00
FXO	2016	0100	4000	4100	Brathwaite, Sophia K.V	00075531	FORENSIC TOXICOLOGIST	\$232.09	\$0.00
FXO	2016	0100	4000	4100	Ruggery, Bryan A.	00075527	Forensic Toxicologist	\$149.74	\$0.00
FXO	2016	0100	2000	2100	Osbourne, Sasha-Gay I	00003341	Medical Officer (Medical Exami	\$60.10	\$0.00
FXO	2016	0100	2000	2100	Koolae, Mehdi	00013140	Medical Officer	\$55.82	\$0.00
FXO	2016	0100	4000	4100	Gray, Samantha Bashaw	00074665	Forensic Toxicologist	\$42.26	\$0.00
FXO	2016	0100	2000	2100	Tops, Terrill	00012132	Medical Officer (Medical Exami	\$19.48	\$0.00
FXO	2016	0100	2000	2200	Jewell, Azalie S	00025735	INTAKE ASSISTANT	\$14.15	\$0.00
FXO	2016	0100	2000	2200	Tabron, Lisa M	00025052	Customer Support Specialist	(\$45.98)	\$0.00
<b>AGENCY GRAND TOTAL</b>								<b>\$49,603.10</b>	<b>\$0.00</b>

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.

In order to track individuals and units assigned mobile communications and devices, the IT Unit utilizes Equipment Assignment Sheets, requiring that each employee in receipt of any type of mobile technology sign for said devices. The Equipment Assignment Sheets documents the item, serial number, condition of the item and the date issued to the employee. That same document is then updated upon the item's return, noting the current condition of the device at that time. This procedure also applies to the emergency response Motorola handheld radios issued by the Office of Unified Communications (OUC). Mobile devices such as laptops, smartphones, and tablets are only issued at the discretion of the agency Chief and only to employees for which the devices are necessitated by work-related responsibilities (emergency, 24/7, and essential personnel). The primary usage is for VPN access to the District Government network. VPN access is granted and governed by OCTO. Mobile devices such as tablets and cellular phones are governed by Verizon and AT&T, the two cellular carriers.

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

The agency strives to determine the most cost effective cellular and mobile data plans available through the area's three primary vendors: AT&T, Verizon, and Sprint. All cellular plans include long distance, unlimited 3G and 4G data access, and compensate for potential overages for voice and data. Additionally, the agency participates in OCTO's buy-back program which allows the agency to recycle antiquated phones and mobile devices in exchange for credit toward new mobile hardware or the costs of voice and data plans. Further, the agency limits phone costs through the cell phone plan with a standard monthly rate. All employees are informed that they must maintain costs within the plan and are responsible for costs that exceed the standard monthly rate, unless the employee can demonstrate that all costs were work-related and justified. Agency management and the IT Unit receive and review the monthly statements.

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?

For FY15, the total cost of wireless charges was \$58,201.83 for mobile service and devices. No new iPads or tablet devices were purchased during the fiscal year - only recycled. The total cost thus far in FY16 for the same services is \$8,845.15 with no new devices purchased during that time span.

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.

Division/Activity	Local Funds			Operating intra-District Funds			OCME Total		
	Approved FY2015	Actual FY2015	Variance	Approved FY2015	Actual FY2015	Variance	Approved FY 2015	Actual FY 2015 <sup>1</sup>	Variance
<b>(1000) Administrative Management</b>									
(1010) Personnel	92,669	103,434	(10,766)	0	0	0	92,669	103,434	(10,766)
(1020) Training	247,656	188,165	59,490	0	0	0	247,656	188,165	59,490
(1040) Information Technology	551,416	482,360	69,056	0	0	0	551,416	482,360	69,056
(1060) Legal	0	0	0	144,175	136,269	7,906	144,175	136,269	7,906
(1070) Fleet Management	33,424	34,049	(626)	0	0	0	33,424	34,049	(626)
(1085) Customer Service	141,532	307,267	(165,735)	0	0	0	141,532	307,267	(165,735)
(1090) Performance Management	1,057,764	733,014	324,749	242,639	239,866	2,773	1,300,402	972,880	327,522
<b>Subtotal (1000) Administrative Management</b>	<b>2,124,460</b>	<b>1,848,291</b>	<b>276,169</b>	<b>386,814</b>	<b>376,135</b>	<b>10,679</b>	<b>2,511,274</b>	<b>2,224,426</b>	<b>286,848</b>
<b>(100F) Agency Financial Operations</b>									
(110F) Budget Operations	113,901	140,664	(26,764)	0	0	0	113,901	140,664	(26,764)
<b>Subtotal (100F) Agency Financial Operations</b>	<b>113,901</b>	<b>140,664</b>	<b>(26,764)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113,901</b>	<b>140,664</b>	<b>-26,764</b>
<b>(2000) Death Investigations and Certifications</b>									
(2100) Forensic Pathology	1,895,773	1,925,518	(29,746)	0	0	0	1,895,773	1,925,518	(29,746)
(2200) Forensic Investigations	1,935,683	1,943,697	(8,013)	0	0	0	1,935,683	1,943,697	(8,013)
(2300) Mortuary Services	0	(105,740)	105,740	0	0	0	0	-105,740	105,740
(2301) Forensic Support Services	1,413,416	1,491,641	(78,226)	0	0	0	1,413,416	1,491,641	(78,226)
<b>Subtotal (2000) Death Investigations and Certifications</b>	<b>5,244,872</b>	<b>5,255,116</b>	<b>(10,244)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,244,872</b>	<b>5,255,116</b>	<b>-10,244</b>
<b>(3000) Fatality Review Committees</b>									
(3100) Child Fatality Review Committee	420,515	409,018	11,497	0	0	0	420,515	409,018	11,497
<b>Subtotal (3000) Fatality Review Committees</b>	<b>420,515</b>	<b>409,018</b>	<b>11,497</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>420,515</b>	<b>409,018</b>	<b>11,497</b>
<b>(4000) Forensic Toxicology</b>									
(4100) Forensic Toxicology Lab	1,553,839	1,591,659	(37,820)	130,000	110,037	19,963	1,683,839	1,701,697	(17,858)
<b>Subtotal (4000) Forensic Toxicology</b>	<b>1,553,839</b>	<b>1,591,659</b>	<b>(37,820)</b>	<b>130,000</b>	<b>110,037</b>	<b>19,963</b>	<b>1,683,839</b>	<b>1,701,697</b>	<b>-17,858</b>
<b>Total Proposed Operating Budget</b>	<b>\$9,457,586</b>	<b>\$9,244,748</b>	<b>\$212,837</b>	<b>\$516,814</b>	<b>\$486,173</b>	<b>\$30,641</b>	<b>\$9,974,400</b>	<b>\$9,730,921</b>	<b>\$243,479</b>

**Note:**

FY 2015 Actual - YTD OCFO Agency Dashboard Report as at 02/24/15

**FY 2014 Appropriation / Actual variance Explanations:**

The surplus in FY 2014 was mainly due to vacancy savings.

**FY 2015 Appropriation / Actual variance Explanations:**

FY 2015 YTD actual spending is in line with year end projections.

Division/Activity	Local Funds			Operating Intra-District Funds			OCME Total		
	Approved FY2016	Actual FY2016	Variance	Approved FY2016	Actual FY2016	Variance	Approved FY 2016	Actual FY 2016	Variance
<b>(1000) Administrative Management</b>									
(1010) Personnel	99,157	(1,278)	100,435	0	0	0	99,157	-1,278	100,435
(1020) Training	180,292	30,440	149,852	0	0	0	180,292	30,440	149,852
(1040) Information Technology	451,246	303,430	147,816	0	0	0	451,246	303,430	147,816
(1060) Legal	159,647	210,365	(50,717)	0	0	0	159,647	210,365	(50,717)
(1070) Fleet Management	48,667	2,813	45,854	0	0	0	48,667	2,813	45,854
(1085) Customer Service	444,871	94,727	350,144	0	0	0	444,871	94,727	350,144
(1090) Performance Management	903,395	253,296	650,099	30,966	2,648	28,318	934,361	255,944	678,417
<b>Subtotal (1000) Administrative Management</b>	<b>2,287,275</b>	<b>893,793</b>	<b>1,393,482</b>	<b>30,966</b>	<b>2,648</b>	<b>28,318</b>	<b>2,318,241</b>	<b>896,440</b>	<b>1,421,801</b>
<b>(100F) Agency Financial Operations</b>									
(110F) Budget Operations	156,807	39,380	117,427	0	0	0	156,807	39,380	117,427
<b>Subtotal (100F) Agency Financial Operations</b>	<b>156,807</b>	<b>39,380</b>	<b>117,427</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>156,807</b>	<b>39,380</b>	<b>117,427</b>
<b>(2000) Death Investigations and Certifications</b>									
(2100) Forensic Pathology	2,031,876	291,914	1,739,963	0	0	0	2,031,876	291,914	1,739,963
(2200) Forensic Investigations	2,378,348	462,271	1,916,077	0	0	0	2,378,348	462,271	1,916,077
(2300) Mortuary Services	0	0	0	0	0	0	0	0	0
(2301) Forensic Support Services	1,666,445	1,034,614	631,831	0	0	0	1,666,445	1,034,614	631,831
<b>Subtotal (2000) Death Investigations and Certifications</b>	<b>6,076,669</b>	<b>1,788,799</b>	<b>4,287,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,076,669</b>	<b>1,788,799</b>	<b>4,287,870</b>
<b>(3000) Fatality Review Committees</b>									
(3100) Child Fatality Review Committee	540,986	269,446	271,539	100,000	0	100,000	640,986	269,446	371,539
<b>Subtotal (3000) Fatality Review Committees</b>	<b>540,986</b>	<b>269,446</b>	<b>271,539</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>640,986</b>	<b>269,446</b>	<b>371,539</b>
<b>(4000) Forensic Toxicology</b>									
(4100) Forensic Toxicology Lab	1,896,609	265,875	1,630,734	345,640	67,267	278,373	2,242,249	333,142	1,909,108
<b>Subtotal (4000) Forensic Toxicology</b>	<b>1,896,609</b>	<b>265,875</b>	<b>1,630,734</b>	<b>345,640</b>	<b>67,267</b>	<b>278,373</b>	<b>2,242,249</b>	<b>333,142</b>	<b>1,909,108</b>
<b>Total Proposed Operating Budget</b>	<b>\$10,958,346</b>	<b>\$3,257,293</b>	<b>\$7,701,053</b>	<b>\$476,606</b>	<b>\$69,914</b>	<b>\$406,692</b>	<b>\$11,434,952</b>	<b>\$3,327,208</b>	<b>\$8,107,744</b>

**Note:**

FY 2016 Actual - YTD OCFO Agency Dashboard Report as at 02/24/15

**FY 2015 Appropriation / Actual variance Explanations:**

The surplus in FY 2015 was mainly due to vacancy savings.

**FY 2016 Appropriation / Actual variance Explanations:**

FY 2016 YTD actual spending is in line with year end projections.

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

<b>FY 2015 Intra-District Summary - BUYER</b>			
<b>OFFICE OF THE CHIEF MEDICAL EXAMINER (FX0)</b>			
<b>SELLING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING SENT</b>	<b>FUNDING DUE</b>
Office of the Chief Technology Officer (TO0)	Build and Host Share Point Premium Site	14,850	
Department of Public Works (KT0)	Fleet Management - support, Fueling & Maintenance	46,439	
Office of the Chief Technology Officer (TO0)	Request for Telecommunications Service (RTS)	16,456	
The Office of Contracting and Procurement (PO0)	Purchase Cards	30,855	
<b>TOTAL</b>		<b>\$108,600</b>	<b>\$0</b>
<b>FY 2015 Intra-District Summary - SELLER</b>			
<b>OFFICE OF THE CHIEF MEDICAL EXAMINER (FX0)</b>			
<b>BUYING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING RECEIVED</b>	<b>FUNDING OWED</b>
Office of Victim Services and Justice Grants (FO0)	Coverdale - Continuing Education for OCME staff	31,514	
District Department of Transportation (KA0)	Drug Impaired Drivers Toxicology Testing	100,000	
Department of Health (HC0)	PHEP / HPP Capability 5 Fatality Management	200,000	
Office of Victim Services and Justice Grants (FO0)	Forensic Toxicology Testing of Victims of Sexual Assault	30,000	
Office of the Attorney General (CB0)	General Counsel Support	144,175	
<b>TOTAL</b>		<b>\$505,689</b>	<b>\$0</b>

<b>FY 2016 Intra-District Summary - BUYER</b>			
<b>OFFICE OF THE CHIEF MEDICAL EXAMINER (FX0)</b>			
<b>SELLING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING SENT</b>	<b>FUNDING DUE</b>
Office of the Chief Technology Officer (TO0)	Request for Telecommunications Service (RTS)	9,772.00	
Office of the Chief Technology Officer (TO0)	Build and Host Share Point Premium Site		14,850.00
The Office of Contracting and Procurement (PO0)	Purchase Cards	10,000.00	21,335.69
Department of Public Works (KT0)	Fleet Management Administration	48,667.00	
<b>TOTAL</b>		<b>\$68,439.00</b>	<b>\$36,185.69</b>

  

<b>FY 2016 Intra-District Summary - SELLER</b>			
<b>OFFICE OF THE CHIEF MEDICAL EXAMINER (FX0)</b>			
<b>BUYING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING RECEIVED</b>	<b>FUNDING OWED</b>
Office of Victim Services and Justice Grants (FO0)	Coverdale - Continuing Education for OCME staff	5,094.00	25,872.00
District Department of Transportation (KA0)	Drug Impaired Toxicology Testing	165,000.00	0.00
Office of Victim Services and Justice Grants (FO0)	Infant Fatality Review Board Support	25,000.00	75,000.00
Office of Victim Services and Justice Grants (FO0)	Forensic Toxicology Testing from Victims of Sexual Assault	45,160.00	135,480.00
<b>TOTAL</b>		<b>\$240,254</b>	<b>\$236,352</b>

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.

The agency has no special purpose revenue funds maintained by, used by, or available for use.

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.

<b>Attachment I</b>	<b>FY2015</b>						
<b>Contracts</b>							
<b>Vendor Name</b>	<b>Contract Purpose - Description of Services</b>	<b>Contract Amount</b>	<b>Contract Term Begin</b>	<b>Contract Term End</b>	<b>Option Year in FY15</b>	<b>Funding Source (local, federal, private, special revenue)</b>	<b>Competitive or Sole Source</b>
Chesapeake	PACS and Fuji X-ray Proprietary hardware and software support	9,400.00	10/1/2014	9/30/2015	Base	Local	Sole Source
Wendt Center	Grief Counseling for decedent's family or friends	75,892.00	10/1/2014	9/30/2015	Base	Local	Sole Source
Orasure DSX	Drug Screening Instrument (DSX #1) Maintenance and Repair	4,750.00	10/1/2014	9/30/2015	Base	Local	Sole Source
Orasure DSX	Drug Screening Instrument (DSX #2) Maintenance and Repair	9,500.00	10/1/2014	9/30/2015	Base	Local	Sole Source
Nova Biomedical	Electrolyte Instrument Maintenance	5,950.00	10/1/2014	9/30/2015	Base	Local	Sole Source
ThermoFisher	Centrifuges, Scales, & TurboVap Maintenance	6,527.45	10/1/2014	9/30/2015	Base	Local	Sole Source
Agilent Technologies	GC/MS, GC/MS/MS, LC/MS Instrument Maintenance and Repair	119,463.60	10/1/2014	9/30/2015	Opt Yr 2	Local	Sole Source
WATERS, INC.	LC/MS/MS Instrument Maintenance and Repair (Aquity TQDs and QTOF)	108,447.30	10/1/2014	9/30/2015	Base	Local	Sole Source
Parker Hannifin	Nitrogen Generation Systems	\$7,898.30	10/1/2014	9/30/2015	Base	Local	Sole Source

<b>Attachment II</b>	<b>FY 2016</b>						
<b>Contracts</b>							
<b>Vendor Name</b>	<b>Contract Purpose - Description of Services</b>	<b>Contract Amount</b>	<b>Contract Term Begin</b>	<b>Contract Term End</b>	<b>Option Year in FY16</b>	<b>Funding Source (local, federal, private, special revenue)</b>	<b>Competitive or Sole Source</b>
Wendt Center	Grief Counseling for decedent's family or friends	\$77,561.62	10/1/2015	9/30/2016	Opt Yr 2	Local	Sole Source
Orasure (DSX)	Drug Screening Instrument (DSX #1) Maintenance and Repair	\$20,011.17	10/1/2015	9/30/2016	Base	Local	Sole Source
Nova Biomedical	Electrolyte Instrument Maintenance	\$6,299.00	10/1/2015	9/30/2016	Opt Yr 2	Local	Sole Source
Static Power	Universal Supply System	\$6,390.00	10/1/2015	9/30/2016	Base	Local	Sole Source
ThermoFisher	Centrifuges, Scales, & TurboVap Maintenance	\$5,592.60	10/1/2015	9/30/2016	Base	Local	Sole Source
Agilent Technologies	GC/MS, GC/MS/MS, LC/MS Instrument Maintenance and Repair	\$119,463.60	10/1/2015	9/30/2016	Opt Yr 3	Local	Sole Source
WATERS, INC.	LC/MS/MS Instrument Maintenance and Repair (Aquity TQDs and QTOF)	\$111,700.80	10/1/2015	9/30/2016	Opt Yr 2	Local	Sole Source
Parker Hannifin	Nitrogen Generation system	\$8,588.00	10/1/2015	9/30/2016	Opt Yr 2	Local	Sole Source



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.

**Purchase Card Expenditures  
FY 2015**

<u>Employee</u>	<u>Date</u>	<u>Expenditure General Purpose</u>	<u>Amount</u>
Zarwell, Lucas	10/06/14	Lodging for Colleen Moore, Forensic Toxicologist, while attending Intoximeter Maintenance training	\$456.84
Zarwell, Lucas	10/06/14	Registration for Kim Lassiter, Lead Autopsy Assistant, to attend the International Association for Identification Conference	\$145.00
Zarwell, Lucas	10/07/14	Registration for Mikelle L. DeVillier, General Counselor, to attend the 35th Annual Employment Law Conference	\$575.00
Coleman, Michael	10/09/14	Eleven OCME Plaques for Employment Appreciation Day	\$700.40
Coleman, Michael	10/10/14	Food for DC Government Employee Appreciation Ceremony	\$858.00
Zarwell, Lucas	10/13/14	Lodging for Kim Lassiter, Lead Autopsy Assistant, while attending the International Association for Identification Conference	\$249.00
Zarwell, Lucas	10/21/14	Credit for Taxes paid on lodging for Coleen Moore, Forensic Toxicologist, travel to Intoximeter EC/IR II training	-\$60.84
Mack, Michelle	11/04/14	Special transport and pickup of blood specimen from hospital outside of the District.	\$25.30
Coleman, Michael	11/05/14	Toner Cartridges for printers, copiers and faxes	\$652.48
Zarwell, Lucas	11/12/14	Repair/replacement of battery in toxicology laboratory freezer	\$211.00
Zarwell, Lucas	11/21/14	Advertise for a medical examiner position with the National Association of Medical Examiners	\$100.00
Zarwell, Lucas	12/03/14	Travel (flight) for Anna Francis, IT Specialist (P/cy/PIn), to attend ISO 17025 ASCLD specific training	\$327.20

Zarwell, Lucas	12/09/14	Tuition (cost of class) for Anna Francis, IT Specialist (Plcy/Pln), to attend ISO 17025 ASCLD specific training	\$995.00
Zarwell, Lucas	12/15/14	A need for the Tox Lab just established based on the Calibration Proficiency recognized by ISO 17025, A2LA and ASCLD accreditation requirements.	\$500.00
Fripp, SaVern	12/22/14	Registration fee for Dr. Jan Gorniak, DCME, to attend American Academy of Forensic Sciences Conference	\$450.00
Fripp, SaVern	12/22/14	Conference and registration fees for Dr. Jan Gorniak, DCME, to attend NAME	\$210.00
Fripp, SaVern	12/22/14	Round-trip airline ticket for Dr. Jan Gorniak, DCME, to attend American Academy of Forensic Sciences Conference	\$242.99
Fripp, SaVern	12/22/14	Round-trip Amtrak ticket for Kiran Chopra, Forensic Toxicologist, to attend the Postmortem Forensic Toxicology Course in Philadelphia, PA	\$232.00
Fripp, SaVern	12/29/14	Tuition for Kiran Chopra and Ciena Bayard to attend the Postmortem Forensic Toxicology Course in Philadelphia, PA	\$3,000.00
Coleman, Michael	01/07/15	Removal/disposal of excess/antiquated IT property from the relocation of the agency from 1910 Mass Ave SE to current location	\$328.00
Coleman, Michael	01/07/15	Critical/emergency service call for printers in the mortuary and ID Intake units to maintain continuous workflow	\$877.00
Fripp, SaVern	01/13/15	Round-trip shuttle transportation for Dr. Jan Gorniak, DCME, from airport to conference site in Orlando, FL	\$32.00
Hiers, Viola	01/14/15	Purchase of a crystal plaque for Michelle Mack, Director of Investigations for 16 years of service	\$168.96
Fripp, SaVern	01/25/15	Lodging for Kiran Chopra, Forensic Toxicologist, while attending the Postmortem Forensic Toxicology Course in Philadelphia, PA	\$552.45

Fripp, SaVern	01/25/15	Lodging for Ciena Bayard, Forensic Toxicologist, while attending the Postmortem Forensic Toxicology Course in Philadelphia, PA	\$552.45
Zarwell, Lucas	01/26/15	Lodging for Anna Francis, IT Specialist (Plcy/Pln), while attending American Society of Crime Laboratory Directors 17025 Assessors Training	\$684.80
Fripp, SaVern	01/28/15	Tuition for Dr. Roger A. Mitchell, Jr, CME, to attend the Masters Series for Distinguished Leaders in Washington, DC	\$4,000.00
Zarwell, Lucas	01/28/15	Supply the Tox laboratory with buprenorphine drug screening of postmortem casework.	\$1,885.87
Fripp, SaVern	01/30/15	Credit given from Round-trip Amtrak ticket for Kiran Chopra to attend the Postmortem Forensic Toxicology Course in Philadelphia, PA	-\$35.00
Zarwell, Lucas	01/30/15	Items purchased to assist toxicology with the cataloging and disposing of controlled pharmaceuticals and storing non-biological evidence	\$91.00
Zarwell, Lucas	01/31/15	Hotel split lodging charges for Anna Francis while attending American Society of Crime Laboratory Directors 17025 Assessors Training	\$10.00
Zarwell, Lucas	02/04/15	Procure a testing program which the agency needs to subscribe to in order for medical examiners to earn professional credits	\$399.00
Hiers, Viola	02/12/15	Provide food for an agency-wide DC employee mandatory training regarding the policies and procedures in the District Personnel Manual	\$1,182.00
Zarwell, Lucas	02/13/15	Procurement made to satisfy the Tox laboratory need to screen casework for carboxyhemoglobin	\$163.02
Fripp, SaVern	02/24/15	Lodging for Dr. Jan Gorniak, DCME, while attending the AAFS and NAME Conference	\$909.00
Zarwell, Lucas	02/24/15	Advertisement for a medical examiner position with the National Association of Medical Examiner's (NAME)	\$100.00

Hiers, Viola	02/26/15	Shredding of OCME's confidential records and documents	\$578.80
Zarwell, Lucas	03/19/15	Toxicology requires external urine matrix controls per ABFT guidelines and internal standard operating procedures. Bio-Rad offers urine controls which contain the targeted compounds OCME requires for routine testing.	\$440.27
Hiers, Viola	03/30/15	Fifteen years of service to Ms. Karon Graves	\$187.96
Coleman, Michael	04/13/15	Replacement/reset of control and keypad on fireproof security safe	\$653.00
Coleman, Michael	04/21/15	Toner Cartridges for printers, copiers and faxes	\$691.75
Hiers, Viola	04/22/15	Online legal research service for legal and law related materials with Thomason Reuters	\$229.74
Fripp, SaVern	04/22/15	Airfare for Dr. Samantha Tolliver, Deputy Chief Toxicologist to attend the Robert F. Borkenstein course on Alcohol and Highway Safety	
Fripp, SaVern	04/24/15	Registration fee for Dr. Samantha Tolliver, Deputy Chief Toxicologist for the Robert F. Borkenstein course on Alcohol and Highway Safety	\$1,500.00
Fripp, SaVern	04/24/15	Ground transportation for Dr. Samantha Tolliver, Deputy Chief Toxicologist to attend the Robert F. Borkenstein course on Alcohol and Highway Safety	\$36.00
Hiers, Viola	05/06/15	Food for mandatory training for all OCME staff	\$1,220.00
Fripp, SaVern	05/22/15	Lodging for Dr. Samantha Tolliver, Deputy Chief Toxicologist while attending the Robert F. Borkenstein course on Alcohol and Highway Safety	\$698.88
Fripp, SaVern	05/22/15	Credit on lodging paid for Dr. Samantha Tolliver's Robert F. Borkenstein trip	-\$74.88
Hiers, Viola	06/05/15	Transportation of Medical Records for archiving	\$422.00
Zarwell, Lucas	06/10/15	Inspection, testing and calibration of nine electronic digital hanging scales in the Autopsy Suite.	\$306.00

Fripp, SaVern	06/10/15	Air fare for Forensic Photographer, Matthew Brown to attend Miami-Dade County Medical Examiner International Forensic Photography Seminar	\$203.20
Coleman, Michael	06/12/15	Fordisc 3.1 computer program. An essential tool for developing the biological profile of skeletal remains	\$444.38
Fripp, SaVern	06/12/15	Registration fee for Dr. Roger Mitchell, CME, for the 49th annual NAME Conference	\$895.00
Fripp, SaVern	06/12/15	Air transportation for Dr. Roger Mitchell, CME, to attend the National Bar Association Conference	\$457.20
Fripp, SaVern	06/12/15	Air transportation for Dr. Roger Mitchell, CME, to attend the 49th NAME Conference	\$202.70
Fripp, SaVern	06/22/15	Air transportation for Denise Lyles, Lead Medicolegal Investigator to attend the Masters 16 for Advanced Death Investigation Course	\$337.50
Fripp, SaVern	07/01/15	Air transportation for Dr. Jennifer Love, Forensic Anthropologist, to attend the Texas State Anthropology Center Digitizer Workshop	\$400.00
Fripp, SaVern	07/01/15	Registration fee for Dr. Jennifer Love, Forensic Anthropologist, to attend the Texas State Anthropology Center Digitizer Workshop	\$401.20
Hiers, Viola	07/02/15	Legal subscription approved by the DC office of the Attorney General for the agency's attorney to conduct legal research	\$211.60
Fripp, SaVern	07/08/15	Registration for Anna Francis, QA.QC Records Manager to attend the 2015 International Symposium on Forensic Error Management-Detection, Measurement and Mitigation	\$178.00
Fripp, SaVern	07/16/15	Lodging for Dr. Roger Mitchell, CME, while attending the National Bar Association Convention	\$962.98

Fripp, SaVern	07/21/15	Air transportation for Dr. Roger Mitchell, CME, to attend the National Medical Association 113th Annual Convention and Scientific Assembly	\$430.20
Fripp, SaVern	07/24/15	Lodging for Denise Lyles, Lead Medicolegal Investigator while attending the Masters 16 for Advanced Death Investigation Course	\$556.60
Fripp, SaVern	07/24/15	Lodging for Leigh Fields, Medicolegal Investigator while attending the Masters 16 for Advanced Death Investigation Course	\$556.60
Fripp, SaVern	07/28/15	Round-trip Amtrak ticket for Elizabeth Betts, Supervisory Pathologists Assistants to attend 2015 Regional Mass Fatality Management Training	\$164.00
Fripp, SaVern	07/29/15	Lodging for Dr. Jennifer Love, Forensic Anthropologist, while attending the Texas State Anthropology Center Digitizer Workshop	\$249.00
Fripp, SaVern	07/29/15	Round-trip Amtrak ticket for Denise Lyles, Interim Director of Investigations, to attend 2015 Regional Mass Fatality Management Training	\$245.00
Fripp, SaVern	07/30/15	Ground transportation for Dr. Roger Mitchell, CME, to attend the National Medical Association 113th Annual Convention and Scientific Assembly	\$41.00
Fripp, SaVern	08/04/15	Lodging overcharge for Dr. Roger Mitchell, CME, while attending the National Bar Association Convention	-\$130.62
Fripp, SaVern	08/06/15	Change in air transportation for Dr. Roger Mitchell, CME, to attend the National Medical Association 113th Annual Convention and Scientific Assembly	\$50.00
Fripp, SaVern	08/11/15	Credit - the hotel made an adjustment for lodging based on the agreement with conference sponsors (Dr. Roger Mitchell, CME, while attending the National Medical Association 113th Annual Convention and Scientific Assembly)	-\$205.85
Zarwell, Lucas	08/11/15	Certification of the in-house barometer for the breath alcohol testing and calibration program for OCME.	\$370.93

Fripp, SaVern	08/14/15	Lodging for Elizabeth Betts, Supervisory Pathologists Assistants, while attending 2015 Regional Mass Fatality Management Training	\$447.00
Fripp, SaVern	08/14/15	Lodging for Denise Lyles, Interim Director of Investigations, while attending 2015 Regional Mass Fatality Management Training	\$447.00
Zarwell, Lucas	08/18/15	Procurement made to satisfy the Tox laboratory need to screen casework for carboxyhemoglobin	\$370.93
Zarwell, Lucas	08/18/15	Refund for disputed charge: Agency was charged twice for service	-\$370.93
Zarwell, Lucas	08/19/15	Calibration and certification of the OCME in-house barometer which is used to support the breath testing and calibration	\$414.00
Coleman, Michael	08/26/15	IT emergency service call	\$155.00
Hiers, Viola	08/27/15	Relocation of an employee's office	\$656.00
Hiers, Viola	08/28/15	Recruitment of highly qualified candidates - posted on NAME	\$100.00
Fripp, SaVern	08/31/15	Registration fee for Beverly Fields, Chief of Staff, for the Villanova University - Six Sigma Green Belt	\$2,295.00
Hiers, Viola	09/03/15	Purchase of books to enhance professional staffs written/oral business communication skills	\$468.19
Zarwell, Lucas	09/03/15	Two passes for an online training course in synthetic cannabinoids (K2)	\$300.00
Fripp, SaVern	09/03/15	Air transportation for Bryan Ruggery, Forensic Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$273.20
Fripp, SaVern	09/03/15	Air transportation for Samantha Bashaw, Forensic Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$318.20
Fripp, SaVern	09/03/15	Registration fee for Samantha Bashaw, Forensic Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$949.00
Fripp, SaVern	09/03/15	Registration fee for Bryan Ruggery, Forensic Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$1,175.00
Fripp, SaVern	09/03/15	Registration fee for Samantha Tolliver, Deputy Chief Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$499.00

Fripp, SaVern	09/03/15	Airfare for Samantha Tolliver, Deputy Chief Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$188.00
Fripp, SaVern	09/04/15	Acquire leadership training for all management staff	\$1,800.00
Fripp, SaVern	09/07/15	Lodging for Bryan Ruggery, Forensic Toxicologist, while attending the Society of Forensic Toxicologists Annual Meeting	\$754.00
Fripp, SaVern	09/07/15	Lodging for Samantha Bashaw, Forensic Toxicologist, while attending the Society of Forensic Toxicologists Annual Meeting	\$754.00
Coleman, Michael	09/08/15	Purchase food and beverages to support a mandatory government training seminar	\$353.75
Fripp, SaVern	09/10/15	Airfare for Lucas Zarwell, Chief Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$392.20
Fripp, SaVern	09/10/15	Registration fee for Lucas Zarwell, Chief Toxicologist, to attend the Society of Forensic Toxicologists Annual Meeting	\$499.00
Fripp, SaVern	09/10/15	Registration fee for Dr. Sasha Osbourne, Deputy Medical Examiner, to attend the NAME Annual Convention and Scientific Assembly	\$1,545.00
Fripp, SaVern	09/10/15	Airfare for Dr. Sasha Osbourne, Deputy Medical Examiner, to attend the NAME Annual Convention and Scientific Assembly	\$267.70
Fripp, SaVern	09/15/15	Lodging for Dr. Sasha Osbourne, Deputy Medical Examiner, while attending the NAME Annual Convention and Scientific Assembly	\$646.40
Hiers, Viola	09/17/15	Transportation of Medical Records for archiving	\$328.00
Fripp, SaVern	09/18/15	Airfare for Kiran Chopra, Forensic Toxicologist, to attend the Intoximeters EC/IR II Training	\$500.00
Fripp, SaVern	09/18/15	Registration fee for Kiran Chopra, Forensic Toxicologist, to attend the Intoximeters EC/IR II Training	\$329.70
Fripp, SaVern	09/21/15	Air transportation for Dr. Roger Mitchell, CME, to attend the NAME Conference in Charlotte, NC	\$200.00
Hiers, Viola	09/24/15	Procurement of professional books	\$758.97



Zarwell, Lucas	09/24/15	Annual service of 13 freezers and refrigerators in the Tox laboratory	\$520.00
Fripp, SaVern	09/26/15	Per JP Morgan, this fee was charge for converting US dollars to Canadian dollars	\$3.12
Fripp, SaVern	09/26/15	Lodging for Dr. Roger Mitchell, CME, while attending the First Annual Conference on Forensic Pediatric Pathology	\$311.54
Coleman, Michael	09/28/15	Procurement of backup software for IT servers	\$3,773.26
Coleman, Michael	09/28/15	IT supplies	\$626.10
Hiers, Viola	09/29/15	Supplies for Executive and Administrative Units used in performing specialized duties	\$4,989.11
Zarwell, Lucas	09/29/2015	Supplies for Forensic Toxicology Divisions to support the services provided to the agency for analytical testing of postmortem samples	\$4,995.23
Coleman, Michael	09/30/15	Additional IT supplies required to provide premiere support to the OCME's newly hired medical examiners	\$1,411.87
Coleman, Michael	09/30/15	Supplies for the Forensic Pathology Unit	\$4,989.11

**Purchase Card Expenditures  
FY 2016**

<u>Employee</u>	<u>Date</u>	<u>Expenditure General Purpose</u>	<u>Amount</u>
Coleman, Michael	10/01/15	Educational/professional books	\$32.95
Coleman, Michael	10/03/15	Educational/professional books	\$497.23
Coleman, Michael	10/04/15	Educational/professional books	\$234.09
Fripp, SaVern	10/06/15	Lodging for Dr. Sasha Osbourne, Deputy Medical Examiner, while attending the NAME Annual Meeting	\$871.28
Hiers, Viola	10/13/15	Credit for taxes charged for books ordered on 09/24/2015	-\$41.27
Coleman, Michael	10/16/15	Books purchased in support of the forensic pathology and administrative units	\$535.02
Fripp, SaVern	10/21/15	Lodging for Lucas Zarwell, Chief Toxicologist, while attending the Society of Forensic Toxicologists Annual Meeting	\$308.08
Fripp, SaVern	10/24/15	Lodging for Forensic Photographer, Matthew Brown while attending Miami-Dade County Medical Examiner International Forensic Photography Seminar	\$760.00

Fripp, SaVern	10/24/15	The Doubletree by Hilton in Atlanta, GA did not accept the District's tax exemption form. The original transaction was closed	\$54.00
Fripp, SaVern	10/27/15	Registration fee for Beverly Fields, Chief of Staff, for the Villanova University - Lean Six Sigma Virtual	\$2,495.00
Fripp, SaVern	10/28/15	Air fare for Chikarlo Leak, Forensic Epidemiologist, to attend American Public Health Association Annual Meeting	\$227.20
Fripp, SaVern	10/31/15	Lodging for Kiran Chopra, Forensic Toxicologist, while attend the Intoximeters EC/IR II Training	\$452.56
Fripp, SaVern	11/04/15	Lodging for Chikarlo Leak, Forensic Epidemiologist, while attending American Public Health Association Annual Meeting	\$660.18
Zarwell, Lucas	11/08/15	Replacement of the book, Principles of Forensic Toxicology for the staff	\$495.00
Zarwell, Lucas	11/12/15	UPS Shipment of a biological specimen	\$5.95
Hiers, Viola	11/16/15	Portable business card scanner and reader	\$189.00
Fripp, SaVern	12/02/15	Registration fee for Michael Coleman, IT Lead, Cisco Certified Technical Supporting	\$299.00
Zarwell, Lucas	12/09/15	Emergency inspection and repair on mortuary refrigerator	\$250.00
Hiers, Viola	12/29/15	Inspection, service and calibration of microscopes	\$1,850.00
Fripp, SaVern	01/04/16	Registration fee for Beverly Fields, Chief of Staff, for the Villanova University - Six Sigma Black Belt	\$2,605.00
Zarwell, Lucas	01/11/16	Tox laboratory screening postmortem cases for buprenorphine	\$1,892.40
Hiers, Viola	01/21/15	Reversal of credit from Taylor Francis Group (Library books)	\$47.27
Harvin, Donell	01/22/15	Biannual inspection, repair and calibration of mortuary scales	\$326.00

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.

**OCME MEMORANDUM OF UNDERSTANDING FY15 and FY16 To Date**

Fiscal Year	Agency	Subject	Start and End Duration
FY16	CFSa-OCME (MOA)	Data Sharing Agreement	Aug. 31, 2015 until Terminated
FY16	OVSJG-OCME	FY15 Grant Extension	Oct. 1, 2015 to

			March 31, 2016
FY16	OVSJG-OCME	Tox-2 FTES to process tox samples (DFSA)	Oct. 1, 2015-Sept. 30, 2016
FY16	HSEMA-OCME	Contractor Assignment – Emergency Management Consultant	Oct. 1, 2015-Sept. 30, 2016
FY16	DCHR-OCME	Background Testing	Oct. 1, 2015-Sept. 30, 2016
FY16	HSEMA-Mass Fatality	Field Deployable Forensic Processing Unit	Sept. 1, 2015 to July 30, 2017
FY16	DDOT-Tox	Traffic Safety Information System (TSIS) Participant	Oct. 2015 to Oct. 2020
FY15	OCTO-OCME	Technology Platform, \$160,000	Aug. 24, 2015-Sept. 30, 2015
FY15	DPW-Mass Fatality	Parking	Sept. 21, 2015 until Terminated
FY15	USCP-Tox	DUI Testing	Sept. 2015 to Sept. 2020
FY15	UDC-Mortuary	Mortuary Sciences Program	Sept. 17, 2015 to Dec. 31, 2017
FY15	FEMS-Mass Fatality	Parking	Aug. 10, 2015 to Aug. 11, 2016
FY15	DHS-ID Unit	Data Sharing	Aug. 26, 2015 to Dec. 31, 2020
FY15	NIMH-Mortuary	Neuropathology Research and Ice Machine	April 23, 2015 until Terminated
FY15	DFS-Mortuary	DNA Testing	April 13, 2015 to Sept. 30, 2015
FY15	SART-OCME	Sexual Assault	Jan. 1, 2015 to Dec. 31, 2015
FY15	OCTO-IT	SharePoint	Oct. 1, 2014 to Sept. 30, 2015
FY15	CFSA-OCME	Data Sharing	Aug. 31, 2015 until Terminated
FY15	CIA-Tox	Tox Testing	Aug. 2015 to Aug. 2020
FY15	HIDTA-MPD-OCME	Data Sharing	Dec. 2, 2014 to Dec. 3, 2019
FY15	OSSE-CFRC	Data Sharing	Jan. 15, 2015 until Terminated
FY15	DDOT-Tox	Tox FTE	Nov. 7, 2014 to Sept. 30, 2015
FY15	OUC-IT	Radios	Oct. 1, 2014 to Sept. 30, 2015
FY14	HSEMA-Mass Fatality	300k- Mass Fatality Mobile Unit	Sept. 1, 2014-May 31, 2016
FY14	HSEMA-Mass Fatality	200k-Digital X-Ray	Sept. 1, 2014-May 31, 2016

FY14	DOH-OCME	IRB Review	April 28, 2014 to April 28, 2019
FY14	DOJ-ICITAP	Training and Teaching	July 3, 2014 to July 3, 2019
FY14	FEMS-Mortuary	Clinical Rotation	June 12, 2014 to June 13, 2015
FY13	UDC-Mortuary	Mortuary Sciences, Cadavers	March 16, 2012 to Sept 16, 2016 (new agreement in effect)
FY14	DFS-Tox	Breath Program	April 23, 2013 until Terminated
FY08	WRTC-Mortuary	Anatomical Donations	Oct. 18, 2007 until terminated
FY11	USPP-Tox	Tox Testing	Nov. 1, 2010 to Nov. 1, 2015
FY14	PSA-Tox	Synthetic Testing	Sept. 24, 2014 to Sept. 24, 2019
FY14	DDOT-OCME	Traffic Safety Information System (TSIS) Participant	Aug. 2014 to Aug. 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.

The agency has formed stakeholder partnerships with several District and regional agencies. For example, through its participation in the MCOG, the agency has worked to coordinate fatality management planning, resource utilization and training and exercises for first responders and other critical entities involved in emergency response and incident management. The agency has also partnered with entities surrounding its mission in public health and safety surveillance and has provided mortality statistical data toward prevention and deterrence in the public health and safety arena.

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

The agency has no anticipated spending pressures for FY16 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:

- a. 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.
- b. An update on all capital projects planned for FY16, FY17, FY18, FY19, FY20, and FY21.
- c. 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 agency has no open capital project in FY15 or FY16 nor any planned projects from FY17 through FY21.

15. Please provide, as an attachment, 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.

In previous years, agency needs have been met by the Mayor's Budget. Moving forward, we are working with the Mayor's Budget Office and the Deputy City Administrator/Acting Deputy Mayor for Public Safety on developing our budget. We will be happy to share the Mayor's FY 17 budget once it has been submitted to the Council.

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.

OFFICE OF THE CHIEF MEDICAL EXAMINER					
FY 2015 REPROGRAMMING LIST					
LOCAL				Starting Budget	\$9,518,949
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2015	0100	February	BJCWR001	Budget Reduction - Funds Transfer out to Workforce Investment Fund for Comp 1 & 2	(\$17,882)
2015	0100	February	BJDOFX01	Budget Increase - Funds for the Return to Work Program Employee	\$34,005
2015	0100	March	BJFXRP01	Net Zero - Move \$311,220 within the agency for supplies and equipment	\$0
2015	0100	June	BJJZFRFX	Budget Increase - Funding from DYRS for Synthetic Drug Testing Support	\$83,100
2015	0100	August	BJFX0152	Net Zero - Move \$152,000 from PS to NPS for contract services and equipment	\$0
<b>Final Budget</b>					<b>\$9,618,172</b>
INTRA-DISTRICT				Starting Budget	\$144,175
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2015	0700	November	APFX0230	Establish 1st Qtr Budget for Coverdale	\$7,879
2015	0700	November	BIFX0234	Establish Budget for Mobile Mortuary Unit	\$200,000
2015	0700	December	BJFXKA01	Establish Budget for Impaired Drivers Testing	\$100,000
2015	0700	January	BIFX0241	Establish 1st and 2nd Qtr Budget for Drug Facilitated Sexual Assault (DFSA)	\$15,000
2015	0700	May	BLFX0104	Establish 3rd and 4th Qtr Budget for Drug Facilitated Sexual Assault (DFSA)	\$15,000
2015	0700	May	BLFX0102	Load 2nd Qtr Funding for Coverdale	\$7,879
2015	0700	August	APFR0DRK	Net Zero - Move \$65,686 within the agency to appropriate spending categories	\$0
2015	0700	September	BLFR0100	Load 3rd and 4th Qtr Funding for Coverdale	\$15,758
2015	0700	September	BJFX0EP5	Establish 4th Qtr Emergency Funds Reimbursement	\$11,124
<b>Final Budget</b>					<b>\$516,815</b>

OFFICE OF THE CHIEF MEDICAL EXAMINER					
FY 2016 REPROGRAMMING LIST					
	LOCAL			Starting Budget	\$10,501,493
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2016	0100	November	BJFXDO02	Budget Increase - Funds for the Return to Work Program	\$130,553
2016	0100	November		Budget Increase - Supplemental Funds for Safe DC - Synthetic Drug Testing	\$326,300
				Final Budget	\$10,958,346
				Starting Budget	\$56,515
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2016	0700	December	APFX0106	Net Zero - Move \$2,865 within the Coverdale project to appropriate spending categories	\$0
2016	0700	December	BLFX0105	Budget Reduction - to match the Coverdale MOU Amount	(\$549)
2016	0700	December	BJIDFXKA	Establish Budget for Impaired Drivers Testing	\$165,000
2016	0700	December	BLFX0100	Establish Budget for Fatality Review Board Support	\$100,000
2016	0700	December	BLFX0104	Budget Increase - to match the awarded amount for DFSA	\$155,640
				Final Budget	\$476,606

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.

Office of the Chief Medical Examiner (FX0) - FY 2015 Grant/Sub-Grants Awards					
Date	Amount	Description of Services Provided	Selling Agency	Project Code	FTEs SUPPORTED
	\$31,514	Continuing Education for OCME Staff	FQ0	COVERD	
	\$100,000	Toxicology Investigation of Drug Impaired Driving	KA0	DIDMF	
	\$200,000	PHEP/HPP Capability 5-Fatality Mgmt	HC0	HEPR15	
	\$100,000	Toxicological Services for Drug Facilitated Sexual Assaults (DFSA) Casework	FQ0	OVS001	1.00
<b>Total</b>	<b>\$431,514</b>				<b>1.00</b>
Office of the Chief Medical Examiner (FX0) - FY 2016 Grant/Sub-Grants Awards					
	Amount	Description of Services Provided	Selling Agency	Project Code	FTEs SUPPORTED
	\$7,879	Continuing Education for OCME Staff	FQ0	COVERD	
	\$100,000	Toxicology Investigation of Drug Impaired Driving	KA0	DIDMF	2.00
	\$200,000	PHEP/HPP Capability 5-Fatality Mgmt	HC0	HEPR15	
	\$100,000	Toxicology Investigation of Drug Impaired Driving	KA0	DIDMF	1.00
	\$15,000	Toxicological Services for Drug Facilitated Sexual Assaults (DFSA) Casework	FQ0	OVS001	1.00
<b>Total</b>	<b>\$422,879</b>				<b>4.00</b>

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?

There are 4 FTEs dependent on subgrant funding as follows:

- Office of Victims Services – Drug Facilitated Sexual Assault – One Year Term (FY16)  
Two FTEs  
The agency will reapply for the subgrant.
- Office of Victims Services - Child Infant Fatality Review – One Year Term (FY16)  
One FTE  
The agency will reapply for the subgrant.
- Department of Transportation, Driving Under the Influence – One Year Term (FY16)  
One FTE  
The agency will reapply for the subgrant.

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.

There are no pending lawsuits that name the agency as a party.

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.

During FY15, the agency had a total of one administrative complaint (no grievances) filed with the Office of Employee Appeals that is still pending resolution in FY16. There have been no administrative complains or grievances filed in FY16, to date. The agency utilized the OEA process to respond to the administrative complaint. There have been no changes to agency policies or procedures that have resulted from complaints or grievances received.

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 agency has no ongoing investigations, studies, audits, or report of the agency or any employee of the agency to date. During FY15, at the request of the agency, the Office of the Inspector General provided assistance in providing an independent assessment of OCME's operations in its efforts in seeking accreditation from the National Association of Medical Examiners (NAME). The OIG provided the agency with a Pre-Accreditation



Evaluation on August 2015 which concluded that the agency would not have qualified for either full or provision NAME accreditation because it exceeded the number of allowable deficiencies. The agency has subsequently cured an appropriate number of deficiencies and applied for NAME accreditation inspection.

22. Please provide, as an attachment, 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 agency's FY15 performance plan is provided as Attachment C. A copy of the agency's FY15 Performance Accountability Report (PAR) is included as Attachment D. The PAR includes a detailed accounting of which performance plan objectives were completed and whether or not they were completed on time. If not, All objectives were completed within budget.

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

The agency's FY16 performance plan is provided as Attachment E.

24. Please provide the number of FOIA requests 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.

In FY15, the agency had 19 FOIA requests as follows: 4 granted, 3 partially granted/denied, 3 denied, 1 withdrawn, and 8 "other". The average response time was 9 days with 1 FTE required to process requests and an estimated processing time of 52.25 hours. In FY16, the agency has had 6 FOIA requests to date as follows: 3 granted, 2 other, and 1 pending. The average response time has been 10.6 days with 1 FTE required to process requests and an estimated processing time of 19 hours.

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.

A hard copy of the following list has been prepared for submittal to the Committee:

American College of Emergency Physicians  
Poster: Toxicology Testing in Drug-facilitated Sexual Assault: Comparison of reports and non-reports to law enforcement, 12/19/2015  
Purpose: Give visibility to the unique drug facilitated testing program that OCME supports.

Society of Forensic Toxicologist Annual Meeting  
Poster: QTOF, 10/19/2015

Purpose: Inform scientific community about the application of new technology to postmortem toxicology analysis

*Journal of Analytic Toxicology*

Academic Paper: Retrospective Analysis of Synthetic Cannabinoid Metabolites in Urine of Individuals Suspected of Driving Impaired. 12/19/2015

Purpose: Better understand the impact of synthetic cannabinoids on the District's impaired driving population.

*Forensic Science, Medicine, and Pathology*. 11(3):438-441.

The Value and Availability of Forensic Anthropological Consultation in Medicolegal Death Investigations.

Purpose: Response to an article incorrectly reporting the role of the anthropologist in the medical examiner's office.

*Journal of Forensic Sciences*. 60(1S):S21-S26.

Microscopic Saw Mark Analysis: an Empirical Approach.

Purpose: Final product of a NIJ funded grant project.

*Journal of Forensic Sciences*. 60(1) 112-7.

A proposed scheme for classifying pediatric rib head fractures using case examples.

Purpose: Generated by the Texas Medical Center Child Abuse Research Team, research team in which I participate.

*Journal of Forensic Sciences*. 60(1):5-12.

Development of a Computer-Assisted Forensic Radiographic Identification Method Using the Lateral Cervical and Lumbar Spine.

Purpose: Final product of a NIJ funded grant project.

*Skeletal Trauma Analysis: Case Studies in Context*. John Wiley & Sons, Ltd: 130-146.

Neurocranial Fractures. In eds Passalacqua and Rainwater

Purpose: Book Chapter

*Skeletal Trauma Analysis: Case Studies in Context*. John Wiley & Sons, Ltd: 42-55

Skeletal Injuries in Cases of Child Abuse: Two Case Studies from the Harris County Institute of Forensic Sciences. In eds Passalacqua and Rainwater.

Purpose: Book Chapter

26. How does the agency solicit feedback from customers? Please describe.

- a. What has the agency learned from this feedback?
- b. How has the agency changed its practices as a result of such feedback?

The agency solicits feedback on a day to day basis from next of kin and friends that come to the agency for the purpose of identifying decedents, to pick up

records (i.e., autopsy reports, photographs, slides), or to meet with medical examiners regarding a case. Of critical importance to such customers is the ability to obtain autopsy reports with the details of the findings of cause and manner of death. Such reports are important for government benefits, burial benefits, insurance claims and other matters that family members are attempting to resolve during a challenging time period. Not only is this important in order to ensure that such reports are available to next of kin, but it is key checklist factor for NAME accreditation which requires 90% of all cases be completed within 90 days. Over the past year, the agency has worked to complete autopsy reports in timely and efficient manner significantly raising the completion rate for consistency in its 90% target.

The agency maintains a District website wherein the public may submit inquiries and commentary. Per District protocol, any inquiries or commentary submitted is responded to within 24 hours. The agency also has customer feedback forms for clients to fill out subsequent to a visit with the office. These forms are evaluated for constructive improvements to operations or provided to managers for positive or performance improvement evaluations for individual employees.

The inquiries and commentary received from the public overwhelmingly focus on interest in touring the facility or in obtaining an internship with the office. The agency provides a teaching environment for medical school students and pathology residents. The OCME also provides internship opportunities for university students in the fields of forensic pathology, medicolegal investigation, forensic science, toxicology and mortuary services. OCME staff also teaches various courses to area medical school students and university students in forensic science programs. Recognizing the significant interest in forensics and the field of forensic pathology, the agency looks to expand its academic and internship programs.

A second area of public interest is in statistical data. The agency serves as a public health surveillance organization utilizing cause and manner of death findings; demographic data such as age, race and/or gender; and geographic distribution in the region (Geographic Information Systems (GIS) mapping) to identify emerging or chronic mortality trends toward prevention. The agency has developed a Data Fusion Center to focus on public health surveillance and has also developed key stakeholder group relationships with other District agencies, law enforcement, public health/prevention entities and universities to provide such surveillance data to mitigate risk factors that lead to preventable deaths. The Center is managed by a newly hired Epidemiologist who has the responsibility for assessing trends in mortality data, preparing and publishing statistical reports for stakeholders and preparing the agency's annual report.

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.

PUBLIC SAFETY AND JUSTICE AGENCY										
FY 2015 LIST OF EMPLOYEE(S) WITH SALARY OF \$100,000 OR MORE										
Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay	Bonus Pay
FX0	2015	2000	2200	Petrasek, Mary Beth	00002927	MEDICAL LEGAL INVESTIGATOR	\$126,864.00	\$27,022.03	\$9,396.24	\$0.00
FX0	2015	2000	2100	Mourtzinos, Nikki	00075174	Medical Officer (Medical Exami	\$180,608.00	\$38,469.50	\$4,481.68	\$0.00
FX0	2015	2000	2200	Fields, Leigh S	00035031	MEDICAL LEGAL INVESTIGATOR	\$120,192.00	\$25,600.90	\$5,150.38	\$0.00
FX0	2015	2000	2100	Tops, Terrill	00012132	Medical Officer (Medical Exami	\$189,099.00	\$40,278.09	\$2,078.26	\$0.00
FX0	2015	2000	2200	Díaz, Carolina	00075184	Medicolegal Investigator	\$103,914.00	\$22,133.68	\$2,818.16	\$0.00
FX0	2015	2000	2100	Koolae, Mehdi	00013140	Medical Officer	\$180,608.00	\$38,469.50	\$1,035.24	\$0.00
FX0	2015	2000	2100	Osbourne, Sasha-Gay I	00003341	Medical Officer (Medical Exami	\$176,519.00	\$37,598.55	\$182.99	\$0.00
FX0	2015	1000	1090	Mitchell, Roger A	00082137	Chief Medical Examiner	\$253,000.00	\$53,889.00	#VALUE!	\$0.00
FX0	2015	1000	1090	Gorniak, Jan	00034821	Deputy Chief Medical Examiner	\$206,000.00	\$43,878.00	#VALUE!	\$0.00
FX0	2015	2000	2100	0	00008299	MEDICAL OFFICER (MEDICAL EXAMI	\$163,607.00	\$34,848.29	#VALUE!	\$0.00
FX0	2015	1000	1090	Fields, Beverly A	00032724	Chief of Staff	\$150,890.00	\$32,139.57	#VALUE!	\$0.00
FX0	2015	2000	2200	0	00002522	SUPVY MEDICO LEG AL INVEST	\$138,845.00	\$29,573.99	#VALUE!	\$0.00
FX0	2015	4000	4100	Zarwell, Lucas W	00013643	Chief Toxicologist	\$138,844.23	\$29,573.82	#VALUE!	\$0.00
FX0	2015	2000	2200	Lyles, Denise A	00045537	Lead Medicolegal Investigator	\$133,082.48	\$28,346.57	#VALUE!	\$0.00
FX0	2015	1000	1090	Fogg, Peggy J	00010178	MGMT SRVS OFFICER	\$132,242.25	\$28,167.60	#VALUE!	\$0.00
FX0	2015	1000	1050	Dixon, Leautry	00045538	AGENCY FISCAL OFFICER	\$125,818.00	\$26,799.23	#VALUE!	\$0.00
FX0	2015	2000	2200	Love, Jennifer	00073619	Forensic Anthropologist	\$125,373.66	\$26,704.59	#VALUE!	\$0.00
FX0	2015	1000	1060	DeVillier, Mikelle L	00041749	SUPERVISORY ATTORNEY ADVISOR	\$123,360.00	\$26,275.68	#VALUE!	\$0.00
FX0	2015	1000	1060	DeVillier, Mikelle L	00041749	SUPERVISORY ATTORNEY ADVISOR	\$123,360.00	\$26,275.68	#VALUE!	\$0.00
FX0	2015	1000	1090	Harvin, Donell	00050899	Emergency Response and Safety	\$121,540.00	\$25,888.02	#VALUE!	\$0.00
FX0	2015	3000	3100	Beebe, Jenna Leigh	00051331	Fatality Review Program Manage	\$110,000.00	\$23,430.00	#VALUE!	\$0.00
FX0	2015	1000	1085	Francis, Anna D	00071570	Supervisory Quality Control &	\$106,984.00	\$22,787.59	#VALUE!	\$0.00
FX0	2015	4000	4100	Tolliver Ph.D, Samantha S.	00074664	Dep Chief Toxicologist	\$106,090.00	\$22,597.17	#VALUE!	\$0.00
FX0	2015	1000	1040	Coleman Jr., Michael A	00039151	Lead IT Specialist	\$105,681.55	\$22,510.17	#VALUE!	\$0.00
FX0	2015	3000	3100	Martin, Tracie	00045527	Senior Fatality Review Prog Sp	\$104,752.00	\$22,312.18	#VALUE!	\$0.00
FX0	2015	3000	3100	Marshall, Barbara	00015169	NURSE CONSULTANT	\$100,418.00	\$21,389.03	#VALUE!	\$0.00

**PUBLIC SAFETY AND JUSTICE AGENCY**

**FY 2016 LIST OF EMPLOYEE(S) WITH SALARY OF \$100,000 OR MORE**

Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Pay	Bonus Pay
FX0	2016	1000	1090	Mitchell, Roger A	00082137	Chief Medical Examiner	\$260,590.00	\$54,723.90	\$0.00	\$0.00
FX0	2016	1000	1090	Gorniak, Jan	00034821	Deputy Chief Medical Examiner	\$206,000.00	\$43,260.00	\$742.79	\$0.00
FX0	2016	2000	2100	Tops, Terrill	00012132	Medical Officer (Medical Exami	\$194,772.00	\$40,902.12	\$19.48	\$0.00
FX0	2016	2000	2100	Koolae, Mehdi	00013140	Medical Officer	\$186,026.00	\$39,065.46	\$55.82	\$0.00
FX0	2016	2000	2100	Osbourne, Sasha-Gay I	00003341	Medical Officer (Medical Exami	\$181,815.00	\$38,181.15	\$60.10	\$0.00
FX0	2016	2000	2100	Mourtinos, Nikki	00075174	Medical Officer (Medical Exami	\$181,815.00	\$38,181.15	\$306.64	\$0.00
FX0	2016	2000	2100	0	00008299	MEDICAL OFFICER (MEDICAL EXAM	\$168,515.00	\$35,388.15	\$0.00	\$0.00
FX0	2016	1000	1090	Fields, Beverly A	00032724	Chief of Staff	\$155,416.70	\$32,637.51	\$0.00	\$0.00
FX0	2016	4000	4100	Zarwell, Lucas W	00013643	Chief Toxicologist	\$143,009.56	\$30,032.01	\$0.00	\$0.00
FX0	2016	2000	2200	Lyles, Denise A	00045537	Lead Medicolegal Investigator	\$137,074.95	\$28,785.74	\$0.00	\$0.00
FX0	2016	1000	1090	Fogg, Peggy J	00010178	MGMT SRVS OFFICER	\$136,209.52	\$28,604.00	\$0.00	\$0.00
FX0	2016	2000	2200	Petrsek, Mary Beth	00002927	MEDICAL LEGAL INVESTIGATOR	\$130,670.00	\$27,440.70	\$1,738.43	\$0.00
FX0	2016	1000	1050	Dixon, Leautry	00045538	AGENCY FISCAL OFFICER	\$129,592.00	\$27,214.32	\$0.00	\$0.00
FX0	2016	2000	2200	Love, Jennifer	00073619	Forensic Anthropologist	\$129,134.87	\$27,118.32	\$0.00	\$0.00
FX0	2016	1000	1060	DeVillier, Mikelle L	00041749	SUPERVISORY ATTORNEY ADVISOR	\$127,060.80	\$26,682.77	\$0.00	\$0.00
FX0	2016	1000	1090	Harvin, Donell	00050899	Emergency Response and Safety	\$125,186.20	\$26,289.10	\$0.00	\$0.00
FX0	2016	2000	2200	Fields, Leigh S	00035031	MEDICAL LEGAL INVESTIGATOR	\$123,798.00	\$25,997.58	\$4,442.45	\$0.00
FX0	2016	2000	2200	Morgan, Daniel	00002522	SUPVY MEDICO LEG AL INVEST	\$119,175.00	\$25,026.75	\$0.00	\$0.00
FX0	2016	3000	3100	Beebe, Jenna Leigh	00051331	Fatality Review Program Manage	\$113,300.00	\$23,793.00	\$0.00	\$0.00
FX0	2016	1000	1085	Francis, Anna D	00071570	Supervisory Quality Control &	\$110,193.52	\$23,140.64	\$0.00	\$0.00
FX0	2016	4000	4100	Tolliver Ph.D, Samantha S.	00074664	Dep Chief Toxicologist	\$109,272.70	\$22,947.27	\$0.00	\$0.00
FX0	2016	1000	1040	Coleman Jr., Michael A	00039151	Lead IT Specialist	\$108,852.00	\$22,858.92	\$0.00	\$0.00
FX0	2016	3000	3100	Martin, Tracie	00045527	Senior Fatality Review Prog Sp	\$107,895.00	\$22,657.95	\$0.00	\$0.00
FX0	2016	2000	2200	Diaz, Carolina	00075184	Medicolegal Investigator	\$107,031.00	\$22,476.51	\$937.55	\$0.00
<b>AGENCY GRAND TOTAL</b>							<b>\$3,492,404.82</b>	<b>\$733,405.01</b>	<b>\$8,303.26</b>	<b>\$0.00</b>

- 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.

**FY 2015 OVERTIME EARNINGS AND WORKER'S COMPENSATION BY EMPLOYEE**

Agency Code	Fiscal Year	Agy Fund	Program Number	Activity Number	Employee Name	Position Number	Position Title	Overtime Pay	Worker's Comp
FXO	2015	0100	2000	2301	Lassiter,Kimberly A	00047550	Lead Forensic Autopsy Assistan	\$26,879.31	\$0.00
FXO	2015	0100	2000	2301	Betts,Elizabeth S	00075679	Supvy Foren Pathologist's Asst	\$12,030.60	\$0.00
FXO	2015	0100	2000	2200	Petrasek,Mary Beth	00002927	MEDICAL LEGAL INVESTIGATOR	\$9,396.24	\$0.00
FXO	2015	0100	2000	2200	Jamison,Latoya R	00045530	FORENSIC INVESTIGATOR	\$8,699.94	\$0.00
FXO	2015	0100	2000	2200	Kim,Katherine	00077462	FORENSIC INVESTIGATOR	\$6,510.16	\$0.00
FXO	2015	0100	2000	2200	Grosso,Katherine A	00016298	FORENSIC INVESTIGATOR	\$5,906.48	\$0.00
FXO	2015	0100	2000	2301	Waters,Lawrence K	00071713	Autopsy Assistant (Mortuary)	\$5,516.99	\$0.00
FXO	2015	0100	2000	2200	Wood,Rebecca	00045531	FORENSIC INVESTIGATOR	\$5,253.91	\$0.00
FXO	2015	0100	2000	2200	Fields,Leigh S	00035031	MEDICAL LEGAL INVESTIGATOR	\$5,150.38	\$0.00
FXO	2015	0100	3000	3100	Byrd,Toya M	00035415	Staff Assistant	\$5,052.36	\$0.00
FXO	2015	0100	2000	2301	Clingerman,Chelsea Nicolle	00073620	Forensic Pathologists Assistan	\$4,818.29	\$0.00
FXO	2015	0100	2000	2100	Mourtzinos,Nikki	00075174	Medical Officer (Medical Exami	\$4,481.68	\$0.00
FXO	2015	0100	2000	2200	Johnson,Stephanie M.	00073738	FORENSIC INVESTIGATOR	\$3,811.76	\$0.00
FXO	2015	0100	2000	2200	Wright,Jerel K	00073706	FORENSIC INVESTIGATOR	\$3,679.58	\$0.00
FXO	2015	0100	2000	2301	Garner,LaTishia	00075161	Forensic Pathologists Assistan	\$3,390.39	\$0.00
FXO	2015	0100	2000	2200	Kurash,Lalynn G	00045528	FORENSIC INVESTIGATOR	\$3,166.59	\$0.00
FXO	2015	0100	2000	2301	Landrie,Rachael A.	00035028	Forensic Photographer	\$2,925.13	\$0.00
FXO	2015	0100	2000	2200	Díaz,Carolina	00075184	Medicolegal Investigator	\$2,818.16	\$0.00
FXO	2015	0100	4000	4100	Brathwaite,Sophia K.V	00075531	FORENSIC TOXICOLOGIST	\$2,572.86	\$0.00
FXO	2015	9150	2000	2301	Betts,Elizabeth S	00075679	Supvy Foren Pathologist's Asst	\$2,537.03	
FXO	2015	0100	2000	2200	Ware Murrell,Tiffany N	00044663	FORENSIC INVESTIGATOR	\$2,353.18	\$0.00
FXO	2015	0100	4000	4100	Bayard,Ciena N	00075529	Forensic Toxicologist	\$2,250.40	\$0.00
FXO	2015	0100	2000	2100	Tops,Terrill	00012132	Medical Officer (Medical Exami	\$2,078.26	\$0.00
FXO	2015	0100	2000	2301	Brown,Matthew B	00046876	Forensic Photographer	\$1,910.18	\$0.00
FXO	2015	0100	2000	2200	Jewell,Azalie S	00025735	INTAKE ASSISTANT	\$1,507.80	\$0.00
FXO	2015	0100	2000	2301	Bryant,Stephon M	00001881	Forensic Autopsy Assistant	\$1,382.75	\$0.00
FXO	2015	0100	4000	4100	Bashaw,Samantha R	00074665	Forensic Toxicologist	\$1,346.52	\$0.00
FXO	2015	9150	2000	2301	Waters,Lawrence K	00071713	Autopsy Assistant (Mortuary)	\$1,163.43	
FXO	2015	0100	2000	2200	Gales,Perlieshia	00001655	INTAKE ASSISTANT	\$1,066.92	\$0.00
FXO	2015	0100	2000	2100	Koolae,Mehdi	00013140	Medical Officer	\$1,035.24	\$0.00
FXO	2015	9150	2000	2301	Clingerman,Chelsea Nicolle	00073620	Forensic Pathologists Assistan	\$1,016.09	
FXO	2015	0100	2000	2200	Smith,Melinda Delois	00007099	INTAKE ASSISTANT	\$908.82	\$0.00
FXO	2015	0100	4000	4100	Ruggery,Bryan A.	00075527	Forensic Toxicologist	\$812.61	\$0.00
FXO	2015	0100	4000	4100	Moore,Colleen A.	00075390	FORENSIC TOXICOLOGIST	\$807.72	\$0.00
FXO	2015	9150	2000	2301	Garner,LaTishia	00075161	Forensic Pathologists Assistan	\$714.97	
FXO	2015	0100	2000	2301	Bell,Dennis	00071575	Autopsy Assistant (Mortuary)	\$652.16	\$0.00
FXO	2015	0100	2000	2200	Belle,Jeannette G	00018678	INTAKE ASSISTANT	\$610.15	\$0.00
FXO	2015	0700	4000	4100	Clyde,Cassandra	00003127	Forensic Toxicologist	\$588.82	\$0.00
FXO	2015	0100	2000	2200	Hall,Kimberli	00036048	INTAKE ASSISTANT	\$586.66	\$0.00
FXO	2015	9150	2000	2301	Lassiter,Kimberly A	00047550	Lead Forensic Autopsy Assistan	\$487.91	
FXO	2015	0100	2000	2301	Darby,James	00077078	Medical Technologist	\$384.57	\$0.00
FXO	2015	9150	2000	2301	Bryant,Stephon M	00001881	Forensic Autopsy Assistant	\$291.60	
FXO	2015	0100	2000	2301	Allen,Deborah V	00047551	AUTOPSY ASSISTANT (MORTUARY)	\$201.29	\$0.00
FXO	2015	0100	2000	2100	Osbourne,Sasha-Gay I	00003341	Medical Officer (Medical Exami	\$182.99	\$0.00
FXO	2015	9150	2000	2301	Bell,Dennis	00071575	Autopsy Assistant (Mortuary)	\$137.53	
FXO	2015	0100	2000	2100	Wright,Patricia E	00008465	STAFF ASSISTANT	\$137.33	\$0.00
FXO	2015	0100	2000	2200	Tabron,Lisa M	00025052	Customer Support Specialist	\$98.74	\$0.00
FXO	2015	9150	2000	2301	Allen,Deborah V	00047551	AUTOPSY ASSISTANT (MORTUARY)	\$42.45	
FXO	2015	0100	1000	1020	Nolan,James	00071359	Program Analyst	\$37.69	\$0.00
FXO	2015	0100	2000	2100	Pugh,Andrea	00015696	STAFF ASSISTANT	\$21.42	\$0.00
<b>AGENCY GRAND TOTAL</b>								<b>\$149,414.03</b>	<b>\$0.00</b>

**FY 2016 OVERTIME EARNINGS AND WORKER'S COMPENSATION BY EMPLOYEE**

Agency Code	Fiscal Year	Fund	Program Number	Activity Number	Employee Name	Position Number	Position Title	Overtime Pay	Worker's Comp
FXO	2016	0100	2000	2301	Lassiter, Kimberly A	00047550	Lead Forensic Autopsy Assistan	\$11,537.27	\$0.00
FXO	2016	0100	2000	2200	Fields, Leigh S	00035031	MEDICAL LEGAL INVESTIGATOR	\$4,442.45	\$0.00
FXO	2016	0100	2000	2301	Betts, Elizabeth S	00075679	Supvy Foren Pathologist's Asst	\$4,024.64	\$0.00
FXO	2016	0100	2000	2200	Johnson, Stephanie M.	00073738	FORENSIC INVESTIGATOR	\$3,977.68	\$0.00
FXO	2016	0100	2000	2200	Ware Murrell, Tiffany N	00044663	FORENSIC INVESTIGATOR	\$2,430.93	\$0.00
FXO	2016	0100	2000	2200	Kim, Katherine	00077462	FORENSIC INVESTIGATOR	\$2,190.16	\$0.00
FXO	2016	0100	2000	2301	Bryant, Stephon M	00001881	Forensic Autopsy Assistant	\$1,901.60	\$0.00
FXO	2016	0100	2000	2200	Jamison, Latoya R	00045530	FORENSIC INVESTIGATOR	\$1,806.31	\$0.00
FXO	2016	0100	2000	2200	Petrasek, Mary Beth	00002927	MEDICAL LEGAL INVESTIGATOR	\$1,738.43	\$0.00
FXO	2016	0100	2000	2301	Garner, LaTishia	00075161	Forensic Pathologists Assistan	\$1,600.60	\$0.00
FXO	2016	0100	2000	2301	Waters, Lawrence K	00071713	Autopsy Assistant (Mortuary)	\$1,390.89	\$0.00
FXO	2016	0100	2000	2301	Landrie, Rachael A.	00035028	Forensic Photographer	\$1,349.75	\$0.00
FXO	2016	0100	2000	2200	Grosso, Katherine A	00016298	FORENSIC INVESTIGATOR	\$1,315.74	\$0.00
FXO	2016	0100	2000	2200	Wood, Rebecca	00045531	FORENSIC INVESTIGATOR	\$1,290.68	\$0.00
FXO	2016	0100	2000	2301	Brown, Matthew B	00046876	Forensic Photographer	\$1,094.54	\$0.00
FXO	2016	0100	2000	2301	Clingerman, Chelsea Nicolle	00073620	Forensic Pathologists Assistan	\$1,072.56	\$0.00
FXO	2016	0100	2000	2200	Diaz, Carolina	00075184	Medicolegal Investigator	\$937.55	\$0.00
FXO	2016	0100	2000	2200	Gales, Perlieshia	00001655	INTAKE ASSISTANT	\$868.37	\$0.00
FXO	2016	0100	1000	1085	Wright, Patricia E	00008465	STAFF ASSISTANT	\$766.50	\$0.00
FXO	2016	0100	1000	1090	Gorniak, Jan	00034821	Deputy Chief Medical Examiner	\$742.79	\$0.00
FXO	2016	0100	2000	2301	Bell, Dennis	00071575	Autopsy Assistant (Mortuary)	\$437.20	\$0.00
FXO	2016	0100	2000	2200	Hall, Kimberli	00036048	INTAKE ASSISTANT	\$418.07	\$0.00
FXO	2016	0100	2000	2100	Mourtzinos, Nikki	00075174	Medical Officer (Medical Exami	\$306.64	\$0.00
FXO	2016	0100	2000	2200	Smith, Melinda Delois	00007099	INTAKE ASSISTANT	\$300.04	\$0.00
FXO	2016	0100	2000	2200	Kurash, Lalynn G	00045528	FORENSIC INVESTIGATOR	\$296.36	\$0.00
FXO	2016	0100	2000	2200	Belle, Jeannette G	00018678	INTAKE ASSISTANT	\$285.98	\$0.00
FXO	2016	0100	2000	2200	Wright, Jerel K	00073706	FORENSIC INVESTIGATOR	\$285.79	\$0.00
FXO	2016	0100	2000	2301	Johnson, Keith E	00047548	Forensic Autopsy Assistant	\$265.93	\$0.00
FXO	2016	0100	4000	4100	Brathwaite, Sophia K.V	00075531	FORENSIC TOXICOLOGIST	\$232.09	\$0.00
FXO	2016	0100	4000	4100	Ruggery, Bryan A.	00075527	Forensic Toxicologist	\$149.74	\$0.00
FXO	2016	0100	2000	2100	Osbourne, Sasha-Gay I	00003341	Medical Officer (Medical Exami	\$60.10	\$0.00
FXO	2016	0100	2000	2100	Koolae, Mehdi	00013140	Medical Officer	\$55.82	\$0.00
FXO	2016	0100	4000	4100	Gray, Samantha Bashaw	00074665	Forensic Toxicologist	\$42.26	\$0.00
FXO	2016	0100	2000	2100	Tops, Terrill	00012132	Medical Officer (Medical Exami	\$19.48	\$0.00
FXO	2016	0100	2000	2200	Jewell, Azalie S	00025735	INTAKE ASSISTANT	\$14.15	\$0.00
FXO	2016	0100	2000	2200	Tabron, Lisa M	00025052	Customer Support Specialist	(\$45.98)	\$0.00
<b>AGENCY GRAND TOTAL</b>								<b>\$49,603.10</b>	<b>\$0.00</b>

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 following collective bargaining agreements are in effect with the agency:

Doctors Council of Washington DC:

- Compensation Collective Bargaining Agreement Between The Government of the District of Columbia Representing Compensation Unit 19 Effective Through September 30, 2016
- Non-Compensation Collective Bargaining Agreement Between The Government of District of Columbia and The Doctors Council of the District of Columbia Effective Through September 30, 2009

National Union of Hospital and Health Care Employees:

- Compensation Collective Bargaining Agreement Between The District of Columbia Government and Compensation Units 1 and 2 Effective April 1, 2013 through September 30, 2017
- Noncompensation Collective Bargaining Agreement Between the District of Columbia and 1199 Metro District DC, NUHHCE

Alliance of Independent Workers (AIW):

- Compensation Collective Bargaining Agreement Between The District of Columbia Government and Compensation Units 1 and 2 Effective April 1, 2013 through September 30, 2017

See Attachment F.

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?

The agency conducts annual performance evaluations. The evaluations are conducted by the employee's supervisors per the District's Performance Management Program as outlined in the District Personnel Manual (DPM). The program includes performance planning, mid-year discussions and annual performance evaluations. Supervisors are provided annual performance management training regarding implementation of the three phases. The performance planning process ensures that the supervisor and employee work together to determine the performance expectations based on job requirements. The expectations are outlined as competencies, goals and individual development plans. All agency employees undergo periodic discussions throughout the evaluation period, a mid-year discussion and an end-of-year review process with their supervisors. Such reviews and discussions provide the supervisor and employee an opportunity to determine whether individual job requirements are met and, if not, an opportunity to identify mechanisms and resources toward improvement.

The agency is pleased to report that 100% of its employee performance plans and evaluations were completed within the District's performance plan deadlines.



## Agency Operations

1. Please list each new program implemented by the agency during FY15 and FY16, to date. For each initiative, please provide:

A description of the initiative;

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

### Development of a Data Analysis Fusion Center

During FY15, the agency began efforts toward development of a Data Analysis Fusion Center (DAFC). The DAFC concept is a collaborative effort between agencies to provide and/or share data with the goal of “prevention,” “detection,” “law enforcement” or other types of evaluation or analysis, particularly in the areas of public safety or health. For example, the agency’s mortality data is critical data that can be formatted in a manner that can provide key information to the Department of Health on various issues that can be formulated for various “prevention” messages. Further, the agency IT staff has been trained in GIS mapping wherein mortality data can be utilized by public safety cluster partners.

As part of this initiative, the agency hired an Epidemiologist with a primary responsibility of managing the DAFC in conducting routine epidemiologic investigations comprised of data surveillance, collection and analysis and statistical reporting. Data analyzed by the Epidemiologist relates to specified diseases, injuries or health related conditions; risk-related behavior; geographic areas; and other identifiable factors. Such data is to be routinely formulated for use collaboratively by agency partners towards enhanced support services to District residents and visitors in improved public health and safety.

The funding required for this initiative thus far includes that to hire the Epidemiologist. The results of the initiative are documented via the publication of the agency annual report, response to statistical request from external entities, as well as a public surveillance section of the agency’s website dedicated to data analysis reporting. This section of the website contains statistical reports that are of interest to the public.

2. 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 impact on the agency of any legislation passed at the federal level during FY15 and FY16, to date, which significantly affected agency operations.

3. 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.

Regulations for which the agency is responsible for oversight or implementation are as follows:

Title 28, Chapter 50 (Medical Examiner) -- latest revision October 7, 2005  
28 DCMR 5007 ( Definitions) –latest revision October 7, 2005, Proposed Rulemaking  
Amendment published October 23, 2015.

4. 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).

There are no statutory or regulatory impediments to the agency's operations.

5. Please identify all electronic databases maintained by your agency, including the following:

- a. A detailed description of the information tracked within each system;

The agency utilizes several electronic databases to track medical examiner case file information on a twenty-four hour, day to day basis. The FACTS (Forensic Analytic Case Tracking System) has been the agency's case management system since 2003. It is a web-based application with a backend Microsoft SQL database. The decedent information for each accepted case is maintained in this application from initiation through case completion. The data collected across the many various input screens includes next of kin information, decedent demographics, addresses, and other specifics germane to each respective investigation. Additionally, during autopsies, other case related specifics are entered relative to the cardiovascular, nervous, and respiratory systems at the medical examiner's discretion. A detailed chain-of-custody is established using FACTS from the time of case initiation to the moment of release to funeral homes or public disposition.

Another database is maintained for the agency's PACS (Picture Archival Communication System), which is a long-term digital storage archive for radiographs. The PACS server is Microsoft Windows upon a Dell storage array and utilizes MS SQL. In addition to storage X-rays, the database maintains a minimal amount of decedent demographics, along with any other germane annotations at the medical examiners discretion. Upon the agency's transition to the Consolidated Forensic Laboratory facility in 2012, the PACS system was upgraded to entirely new hardware with the vendors latest iteration of the WebIQ diagnostic software.

A recent database corresponds with the agency's newest implementation of the SurgiCare Inventory Management system. All consumable products procured by the agency are managed within the system affording exceptional reporting capabilities regarding costs, usage, and expiration of perishable commodities. This Microsoft SQL database is hosted on a dedicated Dell storage server.

Qualtrax is the latest SQL-based application to be implemented at OCME. Deployed in the final quarter of fiscal '15, it has been a major utility for the agency's accreditation efforts. The system maintains allows the agency to maintain the highest level of quality assurance through monitoring and

management of all standard operating procedures, training modules, workflows, and processes.

- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and

FACTS has been operational for the greater part of the last decade and has undergone two major upgrades to both the software and the server hardware over that time span. The agency intends to integrate this application with a currently-in-development decedent tracking module during the current fiscal year. This, among other practical improvements, will afford the agency improved workflow and better management of citywide mass fatality incidents.

OCME's PACS platform has been in use for approximately seven years, with the current iteration being online for thirteen months. No immediate upgrades are planned. The Inventory Management database was initialized in the first quarter of FY15 and has now been fully implemented.

- c. Whether the public can be granted access to all or part of each system.

Due to secure nature of the agency's datacenter, as with all District Government datacenters, access to all agency systems is restricted. Further, public access to certain data is restricted by District law and regulation and due to the confidential nature of the records maintained by the agency. As such, the public cannot be granted access to any part of agency systems.

- 6. 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.

- a. Good Governance

A top priority of the agency is to practice "good governance." The agency will be managed based on certain principles that will ensure efficiency and effectiveness in operations leading to customer satisfaction. The agency will be accountable for its work product and processes and provide reports and answers upon inquiry to the extent possible. Transparency will be provided to all staff, customers and stakeholders to ensure understanding of policies and procedures; administrative decisions; rules, regulations and statutes; as well as the decision-making process and work processes of the agency. The agency will work in compliance with the rule of law and Mayoral policies and other agency regulations. The agency will ensure timely responsiveness to families, law enforcement, funeral homes, and other customers and stakeholders. The agency will foster an equitable and inclusive environment. Lastly, the agency will make decisions and follow processes that make the best use of people, resources, time and money to ensure the best possible results.

- b. Quality Medicolegal Death Investigation

Quality medicolegal death investigation is a priority for the agency. The agency has had an excellent start in FY15 with the hire of a highly qualified staff. During this performance year, four board certified forensic pathologists were hired, including the

Deputy Chief Toxicologist. Further, an Epidemiologist with a PhD, a highly qualified Emergency Safety Administrator, several Forensic Toxicologists, a Forensic Pathologist Assistant, an experienced Quality Control Manager, and other highly qualified staff were hired. The agency has revised its Standard Operating Procedures (SOPs) to ensure compliance with industry standards and current work processes and practices. Further, as discussed below, the agency has undergone a rigorous process to prepare for accreditation and implement an enhanced Quality Assurance and Control Program. In FY16, the effort has continued with the hiring of an additional board certified forensic pathologist and an experienced Supervisory Medicolegal Death Investigator.

These steps all lend to a strengthened medicolegal death investigation program. However, the major effort in working on continued improvement in this area is “data analysis” of work processes. The agency holds a monthly management team review of metrics and trends which provide feedback on how the processes are working. Secondly, needs assessments and gap analyses, as well as short and long-term strategic planning, has provided management with key information on what is required for continued improvement in processes. These efforts will be continued to ensure quality medicolegal death investigation.

c. Accreditation and Quality Assurance

During FY15 and to date, a major priority of the agency has been the achievement of accreditation by the National Association of Medical Examiners (NAME). The agency has taken several steps toward this goal including completion of a needs assessment, revision of its Standard Operations Procedures (SOPS), completion of a self-inspection per the NAME accreditation standards and guidelines checklist. There are 351 checklist items focused on SOPs, agency operations, staffing, equipment and the facility. The agency secured the assistance of the Office of the Attorney General (OIG) to conduct an independent evaluation also based on the NAME checklist items. The OIG presented a Pre-Accreditation Evaluation Report in August of 2015 that enabled the agency to review and cure deficiencies in preparation for inspection. The agency applied and is to be inspected February 16-17, 2016. Next steps include an inspection report indicating the accreditation status and any deficiencies that must be cured by the agency. It is anticipated that the agency will receive accreditation.

It is noted that the accreditation process is ongoing as the quality in operations and must be maintained going forward. As part of the accreditation process, the agency enhanced its qa/qc program. A Quality Control Manager was hired during the performance year focused on strengthening the program throughout all divisions and units within the agency via revision of current and development of new SOPs to include more robust procedures for policy modifications and a formalized corrective action and audit program. The agency also purchased inventory and document control software systems that will enable managers and staff to better manage resources, provide training and ensure compliance with work processes and procedures. The goal is improved process management toward efficiency and cost savings, as well as quality work product – autopsy reporting; body transport; public health and safety surveillance data; quality fatality reviews and recommendations; and quality toxicological services for stakeholders. The agency is confident that the steps that it is taking on this issue will lead to customer satisfaction in these areas.

d. Fatality Management & Emergency Preparedness

Fatality Management is also a priority of the agency. The OCME is the agency that coordinates fatality management for the District. As such, the agency developed a Fatality Management Unit which is tasked with mass fatality operations, fleet operations, safety and special operations training and education. The unit has been managed by a newly hired Emergency Safety Administrator as of FY15. The priority of the Unit is the procurement of resources and equipment to ensure emergency preparedness for a mass fatality incident. In FY15, the agency procured additional refrigerated mortuary trailers to store decedents and a portable x-ray to be utilized in the field during a mass fatality incident. The procurement for a mobile command center was also initiated. These resources were purchased with subgrant funding, and with an increased focus, the agency increased its grant funding from in the emergency response area. The agency is also working with regional and local stakeholders, such as the Metropolitan Council of Governments toward coordination of regional fatality management assets, personnel and plans. This issue is particularly critical in a post-Paris mass casualty environment and the agency continues to work with other emergency response stakeholders to improved preparedness for the District residents and visitors.

As part of the fatality management strategic planning, the agency began planning during FY15 for the implementation of a Pilot Medical Examiner Transport Team (METT) which would consist of a team of agency staff that will perform body transport (livery) services providing the District the ability to become self-sufficient in fulfilling this function without the wholesale dependency on any one vendor. In addition to the current services provided by the existing vendor, which only include body transport, the significant advantage to a METT is the ability to perform: fleet maintenance; decedent intake and release; fatality management response logistics; post-mortem radiology and identification; supply inventory and tracking; and mortuary QA/QC processes. Further, the formation of the METT fulfills the standards established by National Association of Medical Examiner (NAME) Accreditation Guidelines for proper body handling during day to day case response, as well as in a mass fatality. Staff for this Pilot METT was hired during FY15 and training began. Again, while the METT concept is body transport, the other major duty is for the team is fatality management. As the issue facing the agency is having requisite staff for body transport and recovery during a mass fatality incident, as well as staff for logistical setup of equipment and temporary morgues.

Lastly, NAME standards require that the agency engage in fatality management by having a mass fatality plan. As part of this plan, the agency must have a centralized location for disaster operations and coordination. As such, the agency continues to work toward the construction of a fatality management operations center to include “emergency communications and office infrastructure.” The Fatality Management Operations Center (FMOC) would provide the agency with initial and ongoing situational awareness for pre-planned or emergency incidents; the ability to centralize operations, assess the situation and provide rapid response; provide appropriate staff preparedness on an ongoing basis; allow communication with other stakeholders (i.e., jurisdictional law enforcement, fire and rescue, emergency agencies and hospitals, as required by the accreditation standards); and provide a training center for staff for emergency preparedness. Build-out of an FMOC would support the agency’s mission.

e. Public Health & Safety Surveillance

As stated above, public health and safety surveillance is an area that surfaced as a gap in services that the agency can assist in filling. The agency’s mortality data is valuable in that it allows the review of trends in health and safety which can be utilized by stakeholders toward prevention and deterrence. The agency has taken steps to enhance its surveillance function by establishing a Data Analysis Fusion Center managed by its newly hired Epidemiologist, as discussed above. The agency has also enhanced its agency website’s Public Surveillance Section to ensure that key statistical reports generated and published are available for public review. The goal is improved data collection and dissemination. The Fatality Review Division also meets this goal. Fatality review of infant, child, developmentally disabled, and domestic violence acts to provide systemic recommendations to improve outcomes of the general public. Mortality and Fatality review is critical to any government trying to understand the health outcomes of its population.

7. For FY14, FY15, and FY16, to date, please provide in table format the total number of cases, broken down by type of case, handled by the OCME.

Case Type	FY14	FY15	FY16
Accepted	1123	1056	419
Declined	1814	1942	716
Cremation Requests*	2631	2727	1080
Storage Requests	127	120	73
<b>Total</b>	<b>5695</b>	<b>5845</b>	<b>2288</b>

\* These cremations include Public Dispositions.

Manner of Death	FY14	FY15	FY16
Accident	333	305	93
Homicide	102	144	53
Natural	571	508	124
Pending	0	5	116
Stillbirth	1	2	1
Suicide	69	51	14
Undetermined	32	29	8
<b>Total</b>	<b>1108</b>	<b>1044</b>	<b>409</b>

Exam Types	FY14	FY15	FY16
Autopsy	739	660	298
Autopsy (at hospital)	6	1	0
External Exams	319	375	107
External Exams (off-site)	1	0	0
Non-human	14	12	4
Partial	22	0	1
Anatomical Disposition	1	0	0
Review of Medical Records	21	8	6
<b>Total</b>	<b>1123</b>	<b>1056</b>	<b>416</b>

\*There was one case in 2015 where Exam Type not selected and 3 cases in 2016.

8. For FY15 and FY16, to date, what number and percentage of homicide autopsy reports was completed within 60 days? What number and percentage of non-homicides autopsy reports was completed within 60 days? 90 days? For those not completed within the appropriate time frame, please explain the reason why for each (e.g. backlog at OCME, staffing issues, identification issues, etc.).

	Homicides (FY 15 & FY16)			
	<61 days	>60 days	Total Cases	% <60
FY 15	29	115	144	20%
FY 16	17	18	32	53%

	Non-Homicides (FY 15 & FY16)			
	<61 days	>60 days	Total Cases	% <60
FY 15	444	373	817	54%
FY 16	184	66	250	74%

	Non-Homicides (FY 15 & FY16)			
	<91 days	>90 days	Total Cases	% <90
FY 15	621	169	790	79%
FY 16	260	5	265	98%

For those not completed within the appropriate time frame, please explain the reason why for each (e.g. backlog at OCME, staffing issues, identification issues, etc.).

Understaffing in the Forensic Pathology unit (i.e. Medical Examiners) and the Forensic Toxicology laboratory account for the autopsy reports not completed within the appropriate timeframe. However, additional Forensic Pathologists have been hired within the past fiscal year and the percentage of cases completed in appropriate timeframe has increased.

9. For cases where death occurred in calendar years 2014 and 2015, how many cases are in a pending status? How many of those pending cases are awaiting completion of the autopsy report? What are the reasons for the longest delays?

	CY14	CY15
Pending	0	62

Reasons for delay:

As previously stated, the shortage of staffing influenced the ability to complete cases in a timely manner.

10. Please provide the following numbers and percentages for FY15 and FY16, to date:

a. Positively identified bodies ready for release within 48 hours;

	<b>FY2015</b>	<b>FY2016</b>
<b>Percentage</b>	80.20%	97%
<b>Number</b>	880	290

b. Mortuary scene response within one hour of notification of OCME jurisdiction;

	<b>FY2015</b>	<b>FY2016</b>
<b>Percentage</b>	86.63%	91%
<b>Number</b>	329	166

c. Primary contacts made within eight hours of case assignment to an investigator;

This issue is no longer measured by the agency as the primary contacts are made 100% of the time within eight hours of case assignment to an investigator. As such it is not a key performance indicator.

d. Positive toxicology examinations completed within 90 days of case submission;

e. Negative toxicology examinations completed within 90 days of case submission;

	<b>FY2015</b>	<b>FY2016</b>
<b>Percentage</b>	94.5%	96.8%
<b>Number</b>	>612	275

f. The child fatality reviews conducted by the Child Fatality Review Committee within 6 months of notification of the death; and

	<b>FY2015</b>	<b>FY2016</b>
<b>Percentage</b>	96%	93.5%
<b>Number</b>	57	8

g. The Developmental Disabilities (DD) fatality reviews completed within three months of receipt of the Incident Management Investigation Unit investigative report.

	<b>FY2015</b>	<b>FY2016</b>
<b>Percentage</b>	100%	100%
<b>Number</b>	37	3



11. What is the average caseload of each member of the medical staff? What is the turnaround time? How has the turnaround time improved with the addition of new staff hires?

The average caseload of each member of the medical staff is 100 cases. The turnaround time meets the NAME accreditation standards and the agency key performance indicator which is to complete 90% of autopsy reports within 90 days. This is based on the time from postmortem examination to the signature on the autopsy report. This turnaround time has improved with the addition of new staff hires to include a board certified Deputy Chief Medical Examiner and four board certified forensic pathologists since October of 2014.

12. What is the cold storage mortuary capacity? What was the highest number of bodies there, and on what day, since January 1, 2015?

The maximum capacity for refrigerated and freezer storage of decedents is 205. In CY2015, the highest number of bodies in refrigerated storage was 87 decedents on December 8, 2015. In CY2016, to date, the highest number of bodies in refrigerated storage was 73 decedents on January 6, 2016.

13. Please provide, in table format, the total number of domestic violence cases and the number of cases reviewed by the Domestic Violence Fatality Review Board (DVFRB) in each fiscal year: 2014, 2015, and 2016, to date.

<b>Domestic Violence Fatality Review Board Cases Reviewed Since 2014</b>	
<b>Year</b>	<b>Number of Cases</b>
<b>2014</b>	<b>6</b>
<b>2015</b>	<b>6</b>
<b>2016 to date</b>	<b>1</b>

14. Please explain the status of cases referred to DVFRB that are pending. Indicate whether they are pending because of: incomplete Metropolitan Police Department (MPD) investigation, awaiting status/information from other jurisdictions, awaiting prosecution by the U.S. Attorney’s Office (USAO), DVFRB has not finished (please explain the reason why DVFRB has not finished), or other reason (explain).

The DVFRB has no cases pending review.

15. Please provide the dates, separated by committee, that each Fatality Review Committee met in FY14, FY15, and FY16, to date.

**2014 Calendar Year Schedule for  
Fatality Review Unit  
Case Review Meetings**

<b>MONTH</b>	<b>MEETING TYPE</b>	<b>DATE/TIME</b>	
<b>January 2014</b>	Infant Mortality Review	No Meeting	
	Child Fatality Review	January 17, 2014	10:00 AM
	DDS Fatality Review	January 17, 2014	10:00 AM
	Domestic Violence Fatality Review	January 8, 2014	1:00 PM
<b>February 2014</b>	Infant Mortality Review	February 4, 2014	11:30 AM
	Child Fatality Review	February 20, 2014	10:00 AM
	DDS Fatality Review	February 21, 2014	10:00 AM
<b>March 2014</b>	Infant Mortality Review	March 18, 2014	11:30 AM
	Child Fatality Review	March 20, 2014	10:00 AM
	DDS Fatality Review	March 21, 2014	10:00 AM
	Domestic Violence Fatality Review	March 5, 2014	1:00 PM
<b>April 2014</b>	Infant Mortality Review	April 1, 2014	11:30 AM
	Child Fatality Review	April 28, 2014	10:00 AM
	DDS Fatality Review	No Meeting	
<b>May 2014</b>	Infant Mortality Review	May 1, 2014	11:30 AM
	Child Fatality Review	May 15, 2014	10:00AM
	DDS Fatality Review	May 17, 2014	10:00 AM
<b>June 2014</b>	Infant Mortality Review	June 3, 2014	11:30 AM
	Child Fatality Review	June 19, 2014	10:00 AM
	DDS Fatality Review	No Meeting	
<b>July 2014</b>	Infant Mortality Review	July 2, 2014	11:30 AM
	Child Fatality Review	July 17, 2014	10:00 AM
	DDS Fatality Review	July 18, 2014	10:00 AM
	Domestic Violence Fatality Review	July 2, 2014	1:00 PM
<b>August 2014</b>	Infant Mortality Review	No Meeting	
	Domestic Violence Fatality Review	No Meeting	
	Child Fatality Review	No Meeting	
	DDS Fatality Review	No Meeting	
<b>September 2014</b>	Infant Mortality Review	September 9, 2014	11:30 AM
	Child Fatality Review	September 19, 2014	10:00 AM
	DDS Fatality Review	No Meeting	
	Domestic Violence Fatality Review	September 3, 2014	1:00 PM
<b>October 2014</b>	Infant Mortality Review	October 7, 2014	11:30 AM
	Child Fatality Review	October 16, 2014	10:00 AM
	DDS Fatality Review	October 17, 2014	10:00 AM
<b>November 2014</b>	Infant Mortality Review	November 4, 2014	11:30 AM
	Child Fatality Review	November 20, 2014	10:00 AM
	DDS Fatality Review	November 22, 2014	10:00 AM

	Domestic Violence Fatality Review	November 15, 2014	1:00 PM
<b>December 2014</b>	Infant Mortality Review	December 2, 2014	11:30 AM
	Child Fatality Review	December 18, 2014	10:00 AM
	DDS Fatality Review	No Meeting	

**2015 Calendar Year Schedule for  
Fatality Review Unit  
Case Review Meetings**

<b>MONTH</b>	<b>MEETING TYPE</b>	<b>DATE/TIME</b>	
<b>January 2015</b>	Infant Mortality Review	January 6, 2015	11:30 AM
	Domestic Violence Fatality Review	No Meeting	
	Child Fatality Review	January 15, 2015	1:00 PM
	DDS Fatality Review	January 16, 2015	10:00 AM
<b>February 2015</b>	Infant Mortality Review	February 3, 2015	11:30 AM
	Domestic Violence Fatality Review	February 4, 2015	1:00 PM
	Child Fatality Review	February 19, 2015	10:00 AM
	DDS Fatality Review	February 20, 2015	10:00 PM
<b>March 2015</b>	Infant Mortality Review	March 3, 2015	11:30 AM
	Domestic Violence Fatality Review	March 4, 2015	1:00 PM
	Child Fatality Review	March 19, 2015	10:00 AM
	DDS Fatality Review	March 20, 2015	10:00 AM
<b>April 2015</b>	Infant Mortality Review	April 7, 2015	11:30 AM
	Domestic Violence Fatality Review	April 8, 2015	1:00 PM
	Child Fatality Review	April 16, 2015	10:00 AM
	DDS Fatality Review	April 30, 2015	10:00 AM
<b>May 2015</b>	Infant Mortality Review	May 5, 2015	11:30 AM
	Child Fatality Review	May 21, 2015	10:00AM
	DDS Fatality Review	May 22, 2015	10:00 AM
<b>June 2015</b>	Infant Mortality Review	June 2, 2015	11:30 AM
	Domestic Violence Fatality Review	June 3, 2015	1:00 PM
	Child Fatality Review	No Meeting	
	DDS Fatality Review	June 19, 2015	1:00 PM
<b>July 2015</b>	Infant Mortality Review	July 7, 2015	11:30 AM
	Child Fatality Review	July 16, 2015	10:00 AM
	DDS Fatality Review	July 17, 2015	10:00 AM
<b>August 2015</b>	Infant Mortality Review	No Meeting	
	Child Fatality Review	No Meeting	

	DDS Fatality Review	August 21, 2015	10:00 AM
<b>September 2015</b>	Infant Mortality Review	September 1, 2015	10:00 AM
	Domestic Violence Fatality Review	September 16, 2015	1:00 PM
	Child Fatality Review	September 17, 2015	10:00 AM
	DDS Fatality Review	September 18, 2015	10:00 AM
<b>October 2015</b>	Infant Mortality Review	October 6, 2015	10:00 AM
	Child Fatality Review	October 15, 2015	10:00 AM
	DDS Fatality Review	October 16, 2015	10:00 AM
<b>November 2015</b>	Infant Mortality Review	November 3, 2015	10:00 AM
	Domestic Violence Fatality Review	November 18, 2015	1:00 PM
	Child Fatality Review	November 19, 2015	10:00 AM
	DDS Fatality Review	November 20, 2015	10:00 AM
<b>December 2015</b>	Infant Mortality Review	December 1, 2015	10:00 AM
	Child Fatality Review	December 17, 2015	10:00 AM
	DDS Fatality Review	December 18, 2015	1:00 PM

**2016 Calendar Year Schedule for  
Fatality Review Unit  
Case Review Meetings**

<b>MONTH</b>	<b>MEETING TYPE</b>	<b>DATE/TIME</b>	
<b>January 2016</b>	Infant Mortality Review	No meeting	
	Child Fatality Review	January 21, 2016	10:00 AM
	DDS Fatality Review	January 22, 2016	10:00 AM
<b>February 2016</b>	Infant Mortality Review	February 2, 2016	10:00 AM
	Child Fatality Review	February 18, 2016	10:00 AM
	DDS Fatality Review	February 19, 2016	10:00 AM
<b>March 2016</b>	Infant Mortality Review	March 1, 2016	10:00 AM
	Child Fatality Review	March 17, 2016	10:00 AM
	DDS Fatality Review	March 18, 2016	10:00 AM
<b>April 2016</b>	Infant Mortality Review	April 5, 2016	10:00 AM
	Child Fatality Review	April 21, 2016	10:00 AM
	DDS Fatality Review	April 22, 2016	10:00 AM
<b>May 2016</b>	Infant Mortality Review	May 3, 2016	10:00 AM
	Child Fatality Review	May 19, 2016	10:00AM
	DDS Fatality Review	May 20, 2016	10:00 AM
<b>June 2016</b>	Infant Mortality Review	June 5, 2016	10:00 AM
	Child Fatality Review	June 16, 2016	10:00 AM
	DDS Fatality Review	June 17, 2016	10:00 AM
<b>July 2016</b>	Infant Mortality Review	July 5, 2016	10:00 AM

	Child Fatality Review	July 21, 2016	10:00 AM
	DDS Fatality Review	July 22, 2016	10:00 AM
<b>August 2016</b>	Infant Mortality Review	August 2, 2016	10:00 AM
	Child Fatality Review	August 18, 2016	10:00 AM
	DDS Fatality Review	August 19, 2016	10:00 AM
<b>September 2016</b>	Infant Mortality Review	September 6, 2016	10:00 AM
	Child Fatality Review	September 15, 2016	10:00 AM
	DDS Fatality Review	September 16, 2016	10:00 AM
<b>October 2016</b>	Infant Mortality Review	October 4, 2016	10:00 AM
	Child Fatality Review	October 20, 2016	10:00 AM
	DDS Fatality Review	October 21, 2016	10:00 AM
<b>November 2016</b>	Infant Mortality Review	November 1, 2016	10:00 AM
	Child Fatality Review	November 17, 2016	10:00 AM
	DDS Fatality Review	November 18, 2016	10:00 AM
<b>December 2016</b>	Infant Mortality Review	December 6, 2016	10:00 AM
	Child Fatality Review	December 15, 2016	10:00 AM
	DDS Fatality Review	December 16, 2016	10:00 AM

16. Please list for each fatality review committee all current committee members, as well as vacancies. Include for each member, their appointment date, term status, appointment authority, and if vacant, the date the position became vacant.

Records related to the appointments of the members of the Child Fatality Review Committee (CFRC), and the Developmental Disabilities Fatality Review Committee (DDFRC) are maintained by the Mayor's Office of Talent and Appointments (MOTA).

17. Please provide the FY15 annual reports from each fatality review committee. If the requested annual reports are not available, please indicate when the Committee should expect the reports to be issued.

The DVFRB conducted a needs assessment in the area of producing annual reports. Through this effort, the Office of Victim's Services was identified as a supportive resource and best positioned to support and produce the Domestic Violence Fatality Review Board's Annual Report dating back to 2009. The DDFRC has not produced an annual report since 2011. A needs assessment of best reporting practices in this area is in progress and it is anticipated a retrospective report from CY11-CY16 will be provided for Council review by December 31, 2016. The CFRC Annual Report is provided as Attachment G.

18. For FY14, FY15, FY16, to date, please provide the number of driving under the influence (DUI) and drug facilitated sexual assault (DFSA) toxicological examinations that OCME performed for law enforcement, broken down by law enforcement agency.

DFSA Agency	FY2014	FY2015	FY2016
MPD	67	54	49
OVS	63	45	42

Agency (DUI)	FY2014	FY2015	FY2016
MPD	149	233	121
USPP	256	89	49
USCP	18	10	5
USSS	20	6	2

19. What are the major issues confronting the OCME?

During FY15 and to date, the major priority of the agency has been the achievement of accreditation by the National Association of Medical Examiners (NAME). The agency has taken several steps toward this goal including completion of a needs assessment, revision of its Standard Operations Procedures (SOPS), and completion of a self-inspection per the NAME accreditation standards and guidelines checklist. There are 351 checklist items focused on SOPs, agency operations, staffing, equipment and the facility. The agency secured the assistance of the Office of the Attorney General (OIG) to conduct an independent evaluation also based on the NAME checklist items. The OIG presented a Pre-Accreditation Evaluation Report in August of 2015 that enabled the agency to review and cure deficiencies in preparation for inspection. The agency applied and is to be inspected February 16-17, 2016. Next steps include an inspection report indicating the accreditation status and any deficiencies that must be cured by the agency. It is anticipated that the agency will receive accreditation.

It is noted that the accreditation process is ongoing as the quality in operations and must be maintained going forward. As such, another major issue confronting the agency is quality assurance and control. As part of the accreditation process and in recognition of the importance of this function, the agency enhanced its QA/QC program. A Quality Control Manager was hired during the performance year focused on strengthening the program throughout all divisions and units within the agency via revision of current and development of new SOPs to include more robust procedures for policy modifications and a formalized corrective action and audit program. The agency also purchased inventory and document control software systems that will enable managers and staff to better manage resources, provide training and ensure compliance with work processes and procedures. The goal is improved process management toward efficiency and cost savings, as well as quality work product – autopsy reporting; body transport; public health and safety surveillance data; quality fatality reviews and recommendations; and quality toxicological services for stakeholders. The agency is confident that the steps that it is taking on this issue will lead to customer satisfaction in these areas.

Another major issue facing the agency is Fatality Management. In the post-Paris Active Shooter environment and in the wake of the San Bernardino the District of Columbia must be prepared for any series of Mass Fatality and Mass Casualty. The OCME is the agency that coordinates fatality management for the District. As such, the agency developed a Fatality Management Unit which is tasked with mass fatality operations,

fleet operations, safety and special operations training and education. The unit has been managed by a newly hired Emergency Safety Administrator as of FY15. The priority of the Unit is the procurement of resources and equipment to ensure emergency preparedness for a mass fatality incident. In FY15, the agency procured additional refrigerated mortuary trailers to store decedents and a portable x-ray to be utilized in the field during a mass fatality incident. The procurement for a mobile command center was also initiated. These resources were purchased with subgrant funding, and with an increased focus, the agency increased its grant funding from in the emergency response area. The agency is also working with regional and local stakeholders, such as the Metropolitan Council of Governments toward coordination of regional fatality management assets, personnel and plans. This issue is particularly critical in a post-Paris mass casualty environment and the agency continues to work with other emergency response stakeholders to improved preparedness for the District residents and visitors.

As part of the fatality management strategic planning, the agency began planning during FY15 for the implementation of a Pilot Medical Examiner Transport Team (METT) which would consist of a team of agency staff that will perform body transport (livery) services providing the District the ability to become self-sufficient in fulfilling this function without the wholesale dependency on any one vendor. In addition to the current services provided by the existing vendor, which only include body transport, the significant advantage to a METT is the ability to perform: fleet maintenance; decedent intake and release; fatality management response logistics; post-mortem radiology and identification; supply inventory and tracking; and mortuary qa/qc processes. Further, the formation of the METT fulfills the standards established by National Association of Medical Examiner (NAME) Accreditation Guidelines for proper body handling during day to day case response, as well as in a mass fatality. Staff for this Pilot METT was hired during FY15 and training began. Again, while the METT concept is body transport, the other major duty is for the team is fatality management. As the issue facing the agency is having requisite staff for body transport and recovery during a mass fatality incident, as well as staff for logistical setup of equipment and temporary morgues.

As stated above, public health and safety surveillance is an area that surfaced as a gap in services that the agency can assist in filling. The agency's mortality data is valuable in that it allows the review of trends in health and safety which can be utilized by stakeholders toward prevention and deterrence. The agency has taken steps to enhance its surveillance function by establishing a Data Analysis Fusion Center managed by its newly hired Epidemiologist, as discussed above. The agency has also enhanced its agency website's Public Surveillance Section to ensure that key statistical reports generated and published are available for public review. The goal is improved data collection and dissemination.

