

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



**Office of the Director**

February 7, 2018

The Honorable Charles Allen, Chair  
Committee on the Judiciary and Public Safety  
Council of the District of Columbia  
1350 Pennsylvania Ave. NW, Suite 109  
Washington, DC 20004

Dear Chairman Allen:

Enclosed please find the responses to the Department of Corrections' 2018 performance oversight questions. Should further information be needed, please contact Denise Tolliver, Director of Government Affairs and Strategic Communications, at (202) 671-2053 or via email at [denise.tolliver@dc.gov](mailto:denise.tolliver@dc.gov).

Sincerely,

Quincy L. Booth  
Director

Enclosures

1. ***Please provide a current organizational chart for the agency, including the number of vacant, frozen and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.***

DOC's organizational chart in the requested format is attached – Attachment 1.

The chart is accurate as of January 22, 2018.

- a. ***Please provide an explanation of the roles and responsibilities for each division and subdivision.***
- b. ***Please provide a narrative explanation of any changes made during the previous year.***

The agency is comprised of the below divisions and subdivisions:

**The Office of the Director:** The Office of the Director provides overall leadership and formulates measurable goals and objectives to carry out the mission and philosophy of the DOC. The Director's Office is responsible for agency performance and management accountability, fiscal matters, legal and regulatory compliance, and legislative matters before the general public, Mayor, Council of the District of Columbia, and the U.S. Congress. The Director's office is supported by an Executive Assistant and a Program Analyst. The Office of the Director consists of:

**a. The Office of the General Counsel (OGC):**

The Office of the General Counsel provides legal advice and guidance to the Director and DOC staff in the performance of their duties. The OGC serves as the primary liaison with the courts and other legal entities. DOC's FOIA Office is a part of the OGC.

**b. The Office of Government Affairs and Strategic Communications:**

This office promotes the formulation and implementation of sound correctional policy by developing and maintaining effective intragovernmental and intergovernmental relationships, expanding public awareness of DOC programs and activities, and fostering development of a positive agency image by engaging the media and external stakeholders in a timely, accurate, respectful, and transparent manner.

**c. The Office of Investigative Services (OIS):**

OIS conducts administrative investigations concerning misconduct of DOC staff, volunteers, and contract employees for violations of DOC policy and/or D.C. Municipal Regulations (DCMR). It also conducts criminal investigations of violations of the DC Criminal Code and the Federal Code by DOC inmates, staff, volunteers, and contractors. The OIS serves as the DOC's liaison with federal, state, county, and local law enforcement agencies to assist when criminal misconduct is identified.

OIS gathers intelligence concerning local, regional, and national gang networks, and maintains a register of both associates and active gang members in the custody of the DOC. It monitors gang violence in the community for possible correlation with retribution violence in facilities. OIS utilizes intelligence reports from local law enforcement databases to assist in investigations. It conducts bi-annual Personnel Security and Suitability Investigations of all agency employees and background clearance investigation of all persons who will have direct contact with inmates and any new applicants for employment. OIS Investigates escapes, abscondences, and all matters pertaining to allegations of sexual abuse or sexual misconduct in accordance with the 2003 Prison Rape Elimination Act (PREA).

The PREA Compliance Office is located within the office of Investigative Services. The PREA Compliance Office ensures training on the Federal Prison Rape Elimination Act is provided for all DOC employees and ensures compliance with USDOJ's strict certification requirements to address

sexual abuse. The PREA Compliance Office monitors compliance with the law at the CDF and Halfway Houses.

**d. The Office of the Deputy Director for Operations (ODDO):**

The Deputy Director for Operations oversees the day-to-day operations that affect the safety, security, and order of facilities. This includes inmates at the Central Detention and Correctional Treatment Facilities as well as arrestees who are supervised at the Central Cell Block. The Office of the Deputy Director for Operations consists of the:

1. Warden, who oversees the day-to-day operations for the DC Jail, the Inmate Transportation Unit, and Central Cell Block;
2. Community Corrections Administration, which oversees operations related to supervision of DOC inmates who are in Halfway Houses and supervises Inmate Work Squads who provide services in the community; and
3. Accreditation & Compliance, which maintains records, facilitates compliance with ACA accreditation standards and processes, and serves as the DOC point of contact for audits.

**e. The Office of the Deputy Director for Programs and Case Management (DDPCM):** The Office of the Deputy Director for Programs and Case Management oversees the provision of programs and services that ensure a safe and humane environment and offers adjustment and rehabilitative opportunities to inmates in DOC custody. It oversees critical inmate records, as well as agency accreditation and compliance functions. The Office of the Deputy Director for Programs and Case Management the Deputy Warden for Programs, who is responsible for Inmate Programs and Services. The core functions of Inmate Programs and Services is to provide services for inmates in the following areas: Reentry Programs; Young Adult Programs; Women's Programs; Juvenile Programs; Education Programs including the DCPL-operated Mobile Library; Residential Substance Abuse Treatment Program (RSAT); Religious & Volunteer Services; Case Management; Work Readiness Program; and Inmate Records.

**f. The Office of the Deputy Director for Professional Development and College and Career Readiness and Special Projects (DDPDCCR):** The Deputy Director for Professional Development and College and Career Readiness and Special Projects oversees the provision of education programs and services that support reentry to inmates in DOC custody; special projects that support the agency's expansion of rehabilitative programs for inmates; and professional development for DOC staff.

**g. The Office of the Deputy Director for Administration (DDA):**

The Deputy Director for Administration oversees ancillary functions that support direct line operations in the D.C. Department of Corrections focusing on the care and custody of inmates. The DDA provides required agency support in an efficient and effective manner. The DDA oversees daily operations for:

1. Strategic Planning and Analysis;
2. Human Resources Management;
3. EEO & Diversity;
4. Procurement;
5. Contract Administration;
6. Information Technology;

7. Engineering Services;
8. Facilities Maintenance;
9. Support Services;
10. Health Services Administration;
11. Federal Billing Unit;
12. Policy & Procedures; and
13. Risk Management.

**h. The Portal of Entry Program Manager:**

The Portal of Entry Program Manager is engaged in the day-to-day planning and preparation for the commencement of operations of the District's Portal of Entry. The Portal of Entry is intended to be a shop that will serve persons reentering the community after release from incarceration and link them to the services and supports necessary to sustain successful reentry. A number of partner agencies and providers will be co-located at the Portal of Entry to provide effective services. This initiative is expected to go live in FY18.

**i. The following changes are reflected on DOC's organizational chart:**

- A Portal of Entry Program Manager position was added to the agency and the position reports to the Director.
- The Office of Government and Public Affairs has been renamed the Office Government Affairs and Strategic Communications.
- The PREA Coordinator previously reported to the Deputy Director of Operations but now reports to the Office of Investigative Services.
- There are now four Deputy Director Offices
  - The Office of the Deputy Director for Management Support has been renamed the Office of the Deputy Director for Administration:
    - The Support Services Division incorporates both Fleet Management and Agency Warehouse Operations. It assumed operation of the DOC Warehouse (previously operated contractually) January 1, 2018.
    - Training no longer reports to the Deputy Director for Administration. Training is now called Professional Development and Learning and reports to the DDPDCCR.
  - The Office of the Deputy Director for Operations now supervises the Community Corrections Administration, and Accreditation and Compliance.
    - The Mailroom and Correctional Surveillance Center now report to the Deputy Director for Operations before reporting to Office of Investigative Services.
  - The Office of the Deputy Director for Programs and Case Management now supervises the Inmate Grievance Process; Social Work; Inmate Programs, except for Career and College Readiness (formerly Education); Case Management; and Inmate Records. The Deputy Director of Operations previously oversaw all of these divisions.



2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/Term	Filled by Law Y/N
00005935	FL0	2018	0100	1100	100F	Filled	CONTROLLER	Walker,Loretta A	12/7/1987	16	10	176,296.00	52,007.32	1.0	Continuing	N
00006144	FL0	2018	0100	1100	100F	Filled	BUDGET ANALYST	Buchanan,Audrey G	7/29/2013	12	3	80,807.00	23,838.07	1.0	Continuing	N
00006400	FL0	2018	0100	1100	100F	Filled	BUDGET OFFICER	Temple,Eboni	9/27/2004	14	2	106,922.00	31,541.99	1.0	Continuing	N
00007485	FL0	2018	0100	1100	100F	Filled	ACCOUNTING TECH	Henderson,Constance	3/19/2007	9	10	65,711.00	19,384.75	1.0	Continuing	N
00008788	FL0	2018	0100	1100	100F	Filled	Payroll Technician	Harris,Daniella L	2/6/2017	7	6	49,589.00	14,628.76	1.0	Continuing	N
00012401	FL0	2018	0100	1100	100F	Filled	AGENCY FISCAL OFFICER	Hudson-Beckham,Antoinette C	7/10/2005	16	4	159,229.00	46,972.56	1.0	Continuing	N
00012572	FL0	2018	0100	1100	100F	Filled	ACCOUNTANT	Nevers,Sherol L	6/16/2014	9	9	64,081.00	18,903.90	1.0	Continuing	N
00027361	FL0	2018	0100	1100	100F	Filled	ACCOUNTS PAYABLE TECH	Summers,Jacqueline D	1/23/1989	9	10	65,711.00	19,384.75	1.0	Continuing	N
00073147	FL0	2018	0100	1100	100F	Filled	BUDGET ANALYST	Kamara,Delwyn R	9/8/2014		0	97,337.00	28,714.42	1.0	Continuing	N
00091053	FL0	2018	0100	1100	100F	Filled	SENIOR ACCOUNTANT	Felder,Rena M	1/26/2004	13	7	104,521.00	30,833.70	1.0	Continuing	N
00091194	FL0	2018	0100	1100	110F	Filled	ACCOUNTANT	Jobir,Tagay T	5/30/2017	9	1	51,038.00	15,066.21	1.0	Continuing	N
00000895	FL0	2018	0100	1100	1110	Filled	OPERATIONS RESEARCH ANALYST	Richards,Valerie	8/24/2016	14	3	101,927.00	30,068.47	1.0	Continuing	N
00004200	FL0	2018	0100	1100	1110	Filled	Deputy Director for Operations	Patten,Wanda R	12/4/1998	16	0	163,378.00	48,196.51	1.0	Continuing	N
00008951	FL0	2018	0100	1100	1110	Filled	LEGAL INSTRUMENTS EXAMINER	Warner-Mackall,Joyce D	12/7/2007	8	8	61,389.00	18,109.76	1.0	Continuing	N
00009374	FL0	2018	0100	1100	1110	Filled	ADMIN SPEC	Thomas,Sallie D	5/22/2000	13	10	104,423.00	30,804.79	1.0	Continuing	N
00015956	FL0	2018	0100	1100	1110	Filled	LEGAL INSTRUMENTS EXAMINER	Frye Jr.,George	3/9/1992	8	10	64,545.00	19,040.78	1.0	Continuing	N
00016858	FL0	2018	0100	1100	1110	Filled	Supervisory Public Affairs Spc	Tolliver,Denise L	10/16/2017	14	0	119,590.00	35,279.05	1.0	Continuing	N
00025836	FL0	2018	0100	1100	1110	Filled	CORRECTIONAL PROGRAM SPECIALIS	Cromer,Stella R	6/26/1986	11	9	79,903.00	23,571.39	1.0	Continuing	N
00027722	FL0	2018	0100	1100	1110	Filled	Staff Assistant	McKinley,Ann M	12/3/2007	11	5	64,160.00	18,927.20	1.0	Continuing	N
00029056	FL0	2018	0100	1100	1110	Filled	Deputy Director of Management	Stewart-Ponder,Gitana Y	1/12/2015	16	0	163,378.00	48,196.51	1.0	Continuing	N
00032821	FL0	2018	0100	1100	1110	Filled	Contract Administrator	Davenport,Michelle	10/3/1982	12	7	83,443.00	24,615.69	1.0	Continuing	N
00039573	FL0	2018	0100	1100	1110	Filled	Records Info and Privacy Ofc	Obebe,Oluwasegun G	2/14/2011	14	8	117,267.00	34,593.77	1.0	Continuing	N
00042000	FL0	2018	0100	1100	1110	Filled	SUPERVISOR ATTORNEY ADVISOR	Amato,Maria Claudia t	3/2/1992	2	0	181,228.04	53,462.27	1.0	Continuing	N
00042407	FL0	2018	0100	1100	1110	Filled	CORRECTIONAL PROGRAM SPECIALIS	Johnson,La'Shan S	6/25/1991	11	8	77,804.00	22,952.18	1.0	Continuing	N
00042438	FL0	2018	0100	1100	1110	Filled	LEGAL INSTRUMENTS EXAMINER	Payne,Monecia L	8/20/2007	8	7	59,811.00	17,644.25	1.0	Continuing	N
00042442	FL0	2018	0100	1100	1110	Filled	Clerical Assistant	Baker,Michelle Lawan	11/18/1992	7	10	55,462.00	16,361.29	1.0	Continuing	N
00042449	FL0	2018	0100	1100	1110	Filled	LEGAL INSTRUMENTS EXAMINER	Samuels,Tesha F	7/8/2007	8	6	58,233.00	17,178.74	1.0	Continuing	N
00045846	FL0	2018	0100	1100	1110	Filled	Staff Assistant	Washington,Kimberly	2/10/2014	9	4	51,709.00	15,254.16	1.0	Continuing	N
00046257	FL0	2018	0100	1100	1110	Filled	Dir., Dept. of Corrections	Booth,Quincy L	10/4/2004	E5	0	180,081.41	53,124.02	1.0	Continuing	N

### Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00046339	FL0	2018	0100	1100	1110	Filled	Supv Correctional Pgm Spec(FBU	Phetphongsy,Outhong M	10/7/2013	12	0	91,180.75	26,898.32	1.0	Continuing	N
00051242	FL0	2018	0100	1100	1110	Filled	Program Manager	Goso,Jemea Gebre	1/8/2018	14	0	110,500.00	32,597.50	1.0	Continuing	N
00071674	FL0	2018	0100	1100	1110	Filled	OPERATIONS RESEARCH ANALYST	Phaum,Mark	5/10/2010	14	6	111,131.00	32,783.65	1.0	Continuing	N
00077731	FL0	2018	0100	1100	1110	Filled	IT Specialist	Robinson,Nigel	5/1/2017	11	1	61,491.00	18,139.85	1.0	Continuing	N
00082639	FL0	2018	0100	1100	1110	Filled	Public Affairs Specialist	Gittens,Tamika	10/31/2016	13	2	83,647.00	24,675.87	1.0	Continuing	N
00094685	FL0	2018	0100	1100	1110	Filled	Deputy Director for Programs	Lane,Latoya	8/13/2012	16	0	163,378.00	48,196.51	1.0	Continuing	N
00001865	FL0	2018	0100	1100	1120	Filled	Management Liaison Specialist	Armstrong,Lurendy W	7/2/2012	13	9	101,826.00	30,038.67	1.0	Continuing	N
00008815	FL0	2018	0100	1100	1120	Filled	Management Liaison Specialist	Shell,Denise A	1/18/2011	13	10	104,423.00	30,804.79	1.0	Continuing	N
00008969	FL0	2018	0100	1100	1120	Filled	Correctional Program Specialis	Richardson,JW Braddock	3/28/2009	13	7	96,632.00	28,506.44	1.0	Continuing	N
00009306	FL0	2018	0100	1100	1120	Filled	Clerical Assistant	Sanders,Marian	1/27/1985	6	10	46,317.00	13,663.52	1.0	Continuing	N
00016339	FL0	2018	0100	1100	1120	Filled	Training Specialist	Jones,Ervin Linnell	8/25/2014	11	2	58,679.00	17,310.31	1.0	Continuing	N
00021749	FL0	2018	0100	1100	1120	Filled	MANAGEMENT ANALYST	Washington,Debra L	10/28/1984	11	10	73,295.00	21,622.03	1.0	Continuing	N
00026639	FL0	2018	0100	1100	1120	Filled	LABOR RELATIONS & WORKFORCE	Johnson,Paulette S	6/20/2011	13	9	101,826.00	30,038.67	1.0	Continuing	N
00026804	FL0	2018	0100	1100	1120	Filled	Human Resources Officer II	Townes,Desiree E	8/17/2015	14	0	132,612.50	39,120.69	1.0	Continuing	N
00035414	FL0	2018	0100	1100	1120	Filled	TRAINING ADMINISTRATOR	Gradillas,Ricardo	9/8/2015	14	0	99,657.76	29,399.04	1.0	Continuing	N
00035964	FL0	2018	0100	1100	1120	Filled	Equal Employment Specialist	Martin,Tecora D	3/24/2003	13	6	94,035.00	27,740.33	1.0	Continuing	N
00037792	FL0	2018	0100	1100	1120	Filled	TRAINING MGR	Mundell,Sherris	1/25/2016	13	0	89,244.35	26,327.08	1.0	Continuing	N
00042454	FL0	2018	0100	1100	1120	Filled	Training Specialist	Savage,Cortney	1/9/2017	11	5	64,160.00	18,927.20	1.0	Continuing	N
00045504	FL0	2018	0100	1100	1120	Filled	TRAINING SPECIALIST	Lundy,Harry L.	10/15/2007	12	7	83,443.00	24,615.69	1.0	Continuing	N
00045506	FL0	2018	0100	1100	1120	Filled	TRAINING SPECIALIST	Barr Jr.,Willie J.	10/29/2007	12	7	83,443.00	24,615.69	1.0	Continuing	N
00045507	FL0	2018	0100	1100	1120	Filled	TRAINING SPECIALIST	Dixon,Kent D	10/20/2010	12	7	83,443.00	24,615.69	1.0	Continuing	N
00045800	FL0	2018	0100	1100	1120	Filled	Management Liaison Asst.	Joyner,Annette	7/13/2008	8	10	55,200.00	16,284.00	1.0	Continuing	N
00045802	FL0	2018	0100	1100	1120	Filled	Management Liaison Asst.	Browne Holston,Rita E	7/13/2008	8	10	55,200.00	16,284.00	1.0	Continuing	N
00075397	FL0	2018	0100	1100	1120	Filled	Management Liaison Specialist	Taylor Jones,Rosetta	7/2/2012	12	5	79,077.00	23,327.72	1.0	Continuing	N
00087501	FL0	2018	0100	1100	1120	Filled	CORRECTIONAL OFFICER	Smith,Tanisha S.	6/12/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00004489	FL0	2018	0100	1100	1130	Filled	Investigator	Jones,Maury G	12/12/2016	11	5	64,160.00	18,927.20	1.0	Continuing	N
00011760	FL0	2018	0100	1100	1130	Filled	CSC Supervisor	Thomas,Lynnita K	11/4/2013	13	0	86,660.08	25,564.72	1.0	Continuing	N
00025209	FL0	2018	0100	1100	1130	Filled	SUPV CORRECTIONAL OFFICER	Ekwonna,Harrison	6/20/1996	11	0	79,061.77	23,323.22	1.0	Continuing	N
00029051	FL0	2018	0100	1100	1130	Filled	Supv Criminal Investigator (IA	Collins,Benjamin C	2/7/1995	14	1	105,000.00	30,975.00	1.0	Continuing	N
00029139	FL0	2018	0100	1100	1130	Filled	Management and Program Analyst	Williams,Monica	6/30/2014	11	4	62,333.00	18,388.24	1.0	Continuing	N
00032650	FL0	2018	0100	1100	1130	Filled	Audit and Compliance Manager	Robertson,Gloria J	10/15/2013	14	0	99,657.79	29,399.05	1.0	Continuing	N
00034994	FL0	2018	0100	1100	1130	Filled	Clerical Assistant (OA)	King,Shanita Michelle	3/5/2007	5	10	45,195.00	13,332.53	1.0	Continuing	N
00042405	FL0	2018	0100	1100	1130	Filled	SUPV CORRECTIONAL OFFICER	Mcdonald Haynes,Ellen V	3/25/1991	12	0	82,140.00	24,231.30	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00042405	FL0	2018	0100	1100	1130	Filled	SUPV CORRECTIONAL OFFICER	Johnson,Laretta	2/1/2017	12	0	84,298.00	24,867.91	1.0	Continuing	N
00042652	FL0	2018	0100	1100	1130	Filled	SUPV CORRECTIONAL OFFICER	Dompierre,Mulet	1/11/2016	12	0	78,134.00	23,049.53	1.0	Continuing	N
00043987	FL0	2018	0100	1100	1130	Filled	CRIMINAL INVEST	Dupar,Darnell	6/29/1992	12	6	81,260.00	23,971.70	1.0	Continuing	N
00075398	FL0	2018	0100	1100	1130	Filled	Risk Management Specialist	Ogunshakin,Edson A	7/31/2006	13	10	104,423.00	30,804.79	1.0	Continuing	N
00078360	FL0	2018	0100	1100	1130	Filled	Program Analyst	Weaver,Zachary Djon	10/2/2009	14	5	108,063.00	31,878.59	1.0	Continuing	N
00088650	FL0	2018	0100	1100	1130	Filled	Investigator	Williams,Cynthia	2/26/1990	11	9	71,468.00	21,083.06	1.0	Continuing	N
00088651	FL0	2018	0100	1100	1130	Filled	Investigator	Hobbs,Jimmy R	9/9/1993	11	9	71,468.00	21,083.06	1.0	Continuing	N
00088652	FL0	2018	0100	1100	1130	Filled	Investigator	Hill,Joseph H	10/26/2009	11	7	67,814.00	20,005.13	1.0	Continuing	N
00090859	FL0	2018	0100	1100	1130	Filled	CRIMINAL INVEST	Foreman,Gary	3/9/2015	12	2	72,528.00	21,395.76	1.0	Continuing	N
00002735	FL0	2018	0100	1100	1145	Filled	Supervisory IT Specialist	Hsu,Peilung	10/23/2000	14	0	132,219.97	39,004.89	1.0	Continuing	N
00003711	FL0	2018	0100	1100	1145	Filled	CORRECTIONAL OFFICER	Crump,Khalid	9/12/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00005538	FL0	2018	0100	1100	1145	Filled	Supervisory General Engineer	Suthar,Tejash Hemantkumar	6/10/2007	15	0	132,744.47	39,159.62	1.0	Continuing	N
00013628	FL0	2018	0100	1100	1145	Filled	INDUSTRIAL ENGINEER	Nagori,Binit V	5/20/2013	14	7	114,199.00	33,688.71	1.0	Continuing	N
00023423	FL0	2018	0100	1100	1145	Filled	IT Specialist	Lusk,Stravos K	9/24/2012	11	1	61,491.00	18,139.85	1.0	Continuing	N
00032420	FL0	2018	0100	1100	1145	Filled	IT Spec (Application Software)	Wang,Xusheng	11/30/2015	13	10	112,956.00	33,322.02	1.0	Continuing	N
00035374	FL0	2018	0100	1100	1145	Filled	Information Technology Spec.	Ware II,Larry M	1/28/2013	12	4	83,168.00	24,534.56	1.0	Continuing	N
00071355	FL0	2018	0100	1100	1145	Filled	Info. Tech. Spec. (Network)	Shaw,Bryan Leavern	11/17/2014	12	2	78,444.00	23,140.98	1.0	Continuing	N
00071654	FL0	2018	0100	1100	1145	Filled	Information Technology Spec.	Guess,Eric Andrew	5/10/2010	12	1	76,082.00	22,444.19	1.0	Continuing	N
00071656	FL0	2018	0100	1100	1145	Filled	Industrial Engineer	Shivamallu,Rohit	12/2/2013	13	5	91,438.00	26,974.21	1.0	Continuing	N
00071658	FL0	2018	0100	1100	1145	Filled	IT Spec. Database Mgmt.)	McCloskey,Karen	2/11/2013	14	7	123,519.00	36,438.11	1.0	Continuing	N
00071660	FL0	2018	0100	1100	1145	Filled	CORRECTIONAL OFFICER	Lisonge,William N	5/1/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00071661	FL0	2018	0100	1100	1145	Filled	IT Specialist (Network)	Ramirez,Michel O	5/10/2010	14	3	110,243.00	32,521.69	1.0	Continuing	N
00071662	FL0	2018	0100	1100	1145	Filled	IT Specialist (Applic. Softwar	Mittal,Manish	7/19/2010	14	4	113,562.00	33,500.79	1.0	Continuing	N
00071687	FL0	2018	0100	1100	1145	Filled	IT Specialist (Network)	Rehani,Rajiv	7/19/2010	14	7	123,519.00	36,438.11	1.0	Continuing	N
00071692	FL0	2018	0100	1100	1145	Filled	Information Technology Spec.	Harris,Tasheanna T	6/7/2010	12	7	90,254.00	26,624.93	1.0	Continuing	N
00009501	FL0	2018	0100	1100	1150	Filled	CORRECTIONAL OFFICER	Rogers,Tonya M	2/1/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00023018	FL0	2018	0100	1100	1150	Filled	CORRECTIONAL OFFICER	Fortune,Andre B	7/2/1991	8	10	66,742.00	19,688.89	0.2	Continuing	N
00026315	FL0	2018	0100	1100	1150	Filled	MATERIALS HANDLER	Nelson Jr.,Dennis B	7/4/1988	4	10	49,171.20	14,505.50	1.0	Continuing	N
00033118	FL0	2018	0100	1100	1150	Filled	Supvy Contract Administrator	Byrd-Gregory,Trina	8/24/2015	14	0	116,699.00	34,426.21	1.0	Continuing	N
00041371	FL0	2018	0100	1100	1150	Filled	Automotive Worker	Allen Jr.,William W	9/5/2006	9	10	65,873.60	19,432.71	1.0	Continuing	N
00082340	FL0	2018	0100	1100	1150	Filled	Support Services Supervisor	Lample,George W	10/7/2013	13	0	103,991.00	30,677.35	1.0	Continuing	N

### Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00002128	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	White,Charles T	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00002340	FLO	2018	0100	1100	1160	Filled	Electrician Foreman	Murphy Sr.,Donald F	7/31/2009	10	10	72,924.80	21,512.82	1.0	Continuing	N
00006749	FLO	2018	0100	1100	1160	Filled	PIPEFITTER	Shields,Donte T	7/28/2009	9	8	62,379.20	18,401.86	1.0	Continuing	N
00008209	FLO	2018	0100	1100	1160	Filled	SUPV CORRECTIONAL OFFICER	Marr,Sheila T	5/29/1991	11	0	77,208.06	22,776.38	1.0	Continuing	N
00009161	FLO	2018	0100	1100	1160	Filled	Plumber/Pipefitter Foreman	Stallard,Gregory L	7/31/2009	10	10	72,924.80	21,512.82	1.0	Continuing	N
00009687	FLO	2018	0100	1100	1160	Filled	PAINTER	Resper,George A	10/13/2009	8	6	56,035.20	16,530.38	1.0	Continuing	N
00010016	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Rose,Marsha A	10/1/1984	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010246	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Nyemah,Tealar	8/7/2017	6	0	45,284.00	13,358.78	1.0	Continuing	N
00011506	FLO	2018	0100	1100	1160	Filled	Masonry Worker	Bray Jr.,Melvin A.	12/30/2013	8	5	54,392.00	16,045.64	1.0	Continuing	N
00012150	FLO	2018	0100	1100	1160	Filled	Supvy Facility Opr Spec	Lacy,Bobby J	3/3/2008	14	0	115,000.00	33,925.00	1.0	Continuing	N
00014771	FLO	2018	0100	1100	1160	Filled	AC Equipment Mechanic	Salazar,Raul A	5/10/2010	9	7	60,632.00	17,886.44	1.0	Continuing	N
00015388	FLO	2018	0100	1100	1160	Filled	Door Systems Mechanic	Watts,Jeffrey G	2/1/2010	9	10	65,873.60	19,432.71	1.0	Continuing	N
00016219	FLO	2018	0100	1100	1160	Filled	Locksmith	Lyons,Christopher P.	7/28/2009	9	10	65,873.60	19,432.71	1.0	Continuing	N
00018036	FLO	2018	0100	1100	1160	Filled	AC Equip. Mechanic Foreman	Williams,Albert J	6/4/2012	10	6	61,900.80	18,260.74	1.0	Continuing	N
00019206	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER - LEAD	Saunders,Necole K	8/30/2010	9	4	63,540.00	18,744.30	1.0	Continuing	N
00019717	FLO	2018	0100	1100	1160	Filled	Electrician	Elerian,Taiseer	6/18/2012	9	7	60,632.00	17,886.44	1.0	Continuing	N
00022749	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Best,Dennis J	7/22/1987	8	10	66,742.00	19,688.89	1.0	Continuing	N
00025775	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Roots,Darrell L	6/6/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00026116	FLO	2018	0100	1100	1160	Filled	AC Equip. Mechanic Foreman	Johnson,Walter R	9/21/2009	10	10	72,924.80	21,512.82	1.0	Continuing	N
00027699	FLO	2018	0100	1100	1160	Filled	Welder	Wade,Alvin	4/12/1991	9	7	60,632.00	17,886.44	1.0	Continuing	N
00032413	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Taylor,Dwayne D	7/17/1997	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033312	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Murray,Reynold S	7/31/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033401	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Makins,Carlette	2/10/1994	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033768	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL OFFICER	Hinton,Lowanda	1/30/2012	8	10	66,742.00	19,688.89	1.0	Continuing	N
00035212	FLO	2018	0100	1100	1160	Filled	Electronics Mechanic	Dailey,Brian L.	7/29/2013	10	5	60,070.40	17,720.77	1.0	Continuing	N
00036062	FLO	2018	0100	1100	1160	Filled	Plumber/Pipefitter	Wiggins,Mallie L	11/23/2009	9	10	65,873.60	19,432.71	1.0	Continuing	N
00042447	FLO	2018	0100	1100	1160	Filled	Computerized Maintenance Syste	Boyd,Gwendolyn	8/2/2010	9	5	57,559.00	16,979.91	1.0	Continuing	N
00044237	FLO	2018	0100	1100	1160	Filled	Plumber/Pipefitter	Newman II,James R	4/23/2012	9	6	58,884.80	17,371.02	1.0	Continuing	N
00044239	FLO	2018	0100	1100	1160	Filled	Electrician	Hammond,David L	10/21/2013	9	6	58,884.80	17,371.02	1.0	Continuing	N
00044425	FLO	2018	0100	1100	1160	Filled	CORRECTIONAL TREATMENT SPEC	McNeil,Jessica L	5/30/2017	9	1	53,879.00	15,894.31	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00002940	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER - LEAD	Fountain,Keith O	6/17/1991	9	10	73,512.00	21,686.04	1.0	Continuing	N
00006948	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Jameson,Carl W	11/9/1987	8	10	66,742.00	19,688.89	1.0	Continuing	N
00009570	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Brooks,Brenda M	8/15/2011	8	8	63,732.00	18,800.94	1.0	Continuing	N
00010019	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Mbarah,Chidiebere H	5/4/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00010113	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Long Jr.,John W	3/25/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010327	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Lewis,Julian B	3/5/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00011225	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Hudson,Arnold E	3/25/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00016231	FLO	2018	0100	2500	2510	Filled	Contract Administrator	Johnson-Dunklin,Kashonda L	4/28/2008	12	3	74,711.00	22,039.75	1.0	Continuing	N
00016744	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Walker,Glennard V	11/13/1986	8	10	66,742.00	19,688.89	1.0	Continuing	N
00017103	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Ray,Deborah J	9/24/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00017131	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Archer,Ron W	5/7/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00020972	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	HALL,ROSALYN	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00025126	FLO	2018	0100	2500	2510	Filled	MAIL CLERK	Allen,Bobby D	8/22/2005	5	8	50,485.00	14,893.08	1.0	Continuing	N
00026476	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER	Alaguitouni,Abdou	5/1/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00026558	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER - LEAD	Savoy,Sherry L	3/28/1987	9	10	73,512.00	21,686.04	1.0	Continuing	N
00029132	FLO	2018	0100	2500	2510	Filled	CLERICAL ASSISTANT	Marierose,Alicia M	3/5/2007	5	8	42,799.00	12,625.71	1.0	Continuing	N
00032967	FLO	2018	0100	2500	2510	Filled	LEAD CORRECTIONAL OFC	Shand,Leroy A	3/28/1988	9	10	73,512.00	21,686.04	1.0	Continuing	N
00083429	FLO	2018	0100	2500	2510	Filled	CORRECTIONAL OFFICER - LEAD	Johnson,Jiles	2/10/2011	9	10	73,512.00	21,686.04	1.0	Continuing	N
00000759	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Vactor,Elbonny S	1/12/2016	11	3	67,309.00	19,856.16	1.0	Continuing	N
00001696	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Mills,Jermaine B	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00001719	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Gaines,Tia R	8/17/2009	11	5	71,507.00	21,094.57	1.0	Continuing	N
00002847	FLO	2018	0100	2500	2520	Filled	Security Guard	Moon,Jibri	12/17/2012	5	5	36,247.00	10,692.87	1.0	Continuing	N
00002917	FLO	2018	0100	2500	2520	Filled	Correctional Treatment Spec	Robeson,Tamira D	11/13/2007	11	6	73,606.00	21,713.77	1.0	Continuing	N
00003253	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Queen,Patrick	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00004649	FLO	2018	0100	2500	2520	Filled	Correctional Treatment Spec (R	Washington Weaver,Linda E	10/6/2014	12	4	83,186.00	24,539.87	1.0	Continuing	N
00004693	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Myrick Jr.,John J.	3/5/2007	11	6	73,606.00	21,713.77	1.0	Continuing	N
00006042	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Reavis Tyler,Bridget A	8/4/1984	11	9	79,903.00	23,571.39	1.0	Continuing	N
00006940	FLO	2018	0100	2500	2520	Filled	Clerical Assistant	Patten,Sabrina	3/23/2015	7	3	45,186.00	13,329.87	1.0	Continuing	N
00007715	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Denton,Cuthbert D	5/26/1986	11	10	82,002.00	24,190.59	1.0	Continuing	N
00008631	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Olawayin,Olakunle	7/25/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00009116	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Gbarayor,Kenneth	6/12/2017	9	4	59,102.00	17,435.09	1.0	Continuing	N
00009199	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER - LEAD	Williams Jr.,James O.	3/5/2007	9	6	66,864.00	19,724.88	1.0	Continuing	N
00009406	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Sykes,Lynette L	1/11/2016	11	3	67,309.00	19,856.16	1.0	Continuing	N
00009474	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Parker,Andrea	10/19/2015	9	5	60,843.00	17,948.69	1.0	Continuing	N
00009599	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL INSTITUTION ADMN	Jones,Michele	5/15/2017	14	0	125,000.00	36,875.00	1.0	Continuing	N
00009757	FLO	2018	0100	2500	2520	Filled	Social Worker	Palmer,Leslie L	10/6/2014	12	6	87,892.00	25,928.14	1.0	Continuing	N
00009960	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Walston,Edward C	11/16/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010279	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Hawkins,Winifred A	10/9/1990	11	9	79,903.00	23,571.39	1.0	Continuing	N
00011008	FLO	2018	0100	2500	2520	Filled	LEAD CORRECTIONAL OFC	Graham II,Donald R	9/25/2006	9	6	66,864.00	19,724.88	1.0	Continuing	N
00011314	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Wogu,Uzorchi J	8/8/2005	11	10	82,002.00	24,190.59	1.0	Continuing	N
00011576	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Nwaizugbo,Livinus E	3/9/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00012649	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Mack,Bobbi L	1/23/2002	11	4	69,408.00	20,475.36	1.0	Continuing	N
00012812	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER - LEAD	Amegnan,Kokouvi Momo	8/30/2010	9	4	63,540.00	18,744.30	1.0	Continuing	N
00012822	FLO	2018	0100	2500	2520	Filled	Correct Prog Spec (PREA)	Harrington,Cicily	1/13/2014	13	0	90,338.00	26,649.71	1.0	Continuing	N
00013478	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER - LEAD	Kinsey III,Goldman	10/13/1987	9	10	73,512.00	21,686.04	1.0	Continuing	N
00013510	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Moseley,Sherrie L	4/17/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00014516	FLO	2018	0100	2500	2520	Filled	Correct. Prog Spec (Vol. Svcs)	Greene,Linda E	6/18/2012	11	10	73,295.00	21,622.03	1.0	Continuing	N
00015544	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Barreto,Manuel A	10/26/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00016714	FLO	2018	0100	2500	2520	Filled	Correctional Prog. Spec. (WPC)	Link,Tameka Y	8/24/2015	12	1	70,345.00	20,751.78	1.0	Continuing	N
00016795	FLO	2018	0100	2500	2520	Filled	LIBRARY TECHNICIAN	Thompson,Nora	5/17/2004	5	9	51,632.00	15,231.44	1.0	Continuing	N
00020082	FLO	2018	0100	2500	2520	Filled	Correctional Treatment Spec (R	Dikoh,Francis M	10/26/2009	12	6	88,230.00	26,027.85	1.0	Continuing	N
00020165	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Davis,Anthony L	7/27/2015	11	5	71,507.00	21,094.57	1.0	Continuing	N
00022574	FLO	2018	0100	2500	2520	Filled	Clerical Assistant (OA)	Capers,Theresa	2/7/1995	5	10	52,779.00	15,569.81	1.0	Continuing	N
00023284	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Corbie,Rochelle H	12/11/2006	8	7	62,227.00	18,356.97	1.0	Continuing	N
00025035	FLO	2018	0100	2500	2520	Filled	Special Assistant	Wesley,LaToya Y	1/9/2017	13	0	103,262.00	30,462.29	1.0	Continuing	N
00025200	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Cornejo,Jessica T	5/5/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00025261	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Elias-Cueto,Sonia C	8/31/2009	11	5	71,507.00	21,094.57	1.0	Continuing	N
00025605	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Simms,Katrina L.	6/12/2017	9	4	59,102.00	17,435.09	1.0	Continuing	N
00025767	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Ayoola,Abayomi A	8/10/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00026138	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Dunn,Swanda R	7/28/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N

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Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00026172	FLO	2018	0100	2500	2520	Filled	SUPV CORRECTIONAL OFFICER	Armstrong Jr.,John M	11/19/2012	11	0	80,464.88	23,737.14	1.0	Continuing	N
00026943	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Pugh,Antoine J	2/1/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00029043	FLO	2018	0100	2500	2520	Filled	TEACHER	Chichester,Andrea B	1/11/2016	11	7	67,814.00	20,005.13	1.0	Continuing	N
00032629	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Smith,Antionette	8/19/1983	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032790	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Fahnbulleh,Julius B	8/7/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00032846	FLO	2018	0100	2500	2520	Filled	Clerical Assistant	Golson,Cynthia A	6/3/2013	6	5	43,444.00	12,815.98	1.0	Continuing	N
00033465	FLO	2018	0100	2500	2520	Filled	Correctional Treatment Spec (R	Agbebakun,Folajomi O	2/28/2011	12	5	85,708.00	25,283.86	1.0	Continuing	N
00033851	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Hunt,Ronald A	8/6/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00039473	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Ihezue,Rex O	12/26/2006	11	8	77,804.00	22,952.18	1.0	Continuing	N
00042471	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Brown,Vanya K	10/7/2002	11	8	77,804.00	22,952.18	1.0	Continuing	N
00042474	FLO	2018	0100	2500	2520	Filled	Correctional Treatment Spec (R	Ellerbe,Taleisha	3/21/2016	12	3	80,664.00	23,795.88	1.0	Continuing	N
00042475	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Graves,Jimmy H	10/25/1989	11	10	82,002.00	24,190.59	1.0	Continuing	N
00042476	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Culbreth Brooks,Keisha	8/7/2017	9	2	55,620.00	16,407.90	1.0	Continuing	N
00044236	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Marshall,Sheila	7/23/2007	11	7	75,705.00	22,332.98	1.0	Continuing	N
00045444	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL OFFICER	Dyson,Anthony D	9/25/2006	8	10	66,742.00	19,688.89	1.0	Continuing	N
00045909	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL TREATMENT SPEC	Greene Jr.,Robert L	3/3/2009	11	5	71,507.00	21,094.57	1.0	Continuing	N
00046341	FLO	2018	0100	2500	2520	Filled	Program Manager	Chapman,Clinique M.	9/18/2017	14	0	122,000.00	35,990.00	1.0	Continuing	N
00046629	FLO	2018	0100	2500	2520	Filled	Correctional Treatment Spec (R	Garrett-Herndon,Tracye	12/17/2012	12	5	85,708.00	25,283.86	1.0	Continuing	N
00051413	FLO	2018	0100	2500	2520	Filled	Supv Correctional Treatment Sp	Voss,Catherine	11/3/2014	13	0	91,025.22	26,852.44	1.0	Continuing	N
00082536	FLO	2018	0100	2500	2520	Filled	Correctional Treatment Spec	Towler,Tameika	1/25/2016	11	3	67,309.00	19,856.16	1.0	Continuing	N
00091268	FLO	2018	0100	2500	2520	Filled	Special Assistant	Ponder,Gizele Richards	8/7/2006	13	0	121,323.00	35,790.29	1.0	Continuing	N
00093896	FLO	2018	0100	2500	2520	Filled	CORRECTIONAL INSTITUTION ADMN	Landerkin,Kathleen Jo	1/8/2018	14	0	125,000.00	36,875.00	1.0	Continuing	N
00003331	FLO	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER - LEAD	Datcher,Larry	10/7/1991	9	10	73,512.00	21,686.04	1.0	Continuing	N
00007713	FLO	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER - LEAD	Mack,Raquel E	8/18/2008	9	5	65,202.00	19,234.59	1.0	Continuing	N
00008001	FLO	2018	0100	2500	2530	Filled	Medical Officer (Administratio	Mynett,Beth A.J.	6/3/2013	11	0	210,058.20	61,967.17	1.0	Continuing	N
00008232	FLO	2018	0100	2500	2530	Filled	Health System Specialist	Jones,Elton B	10/21/2013	13	5	91,438.00	26,974.21	1.0	Continuing	N
00008805	FLO	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Banjoko,Olawale O	5/5/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00010342	FLO	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Antwine,Sharmaine A	1/25/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010553	FLO	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Simms,Donald M	8/30/2008	8	10	66,742.00	19,688.89	1.0	Continuing	N
00012015	FLO	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Benson,Oluwakayode O	11/16/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00012723	FLO	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	NGAAJE,MDN EPIE	6/13/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N



**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00015682	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Smith,Alfreda M	6/7/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00016586	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Jones,Landle	4/18/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00018034	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Thompson,Jemasine	1/29/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00018189	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER - LEAD	Chase,Pamela A	2/4/1985	9	10	73,512.00	21,686.04	1.0	Continuing	N
00018265	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Campbell,Inga P	12/21/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00018460	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Jackson,William J	3/2/1987	8	10	66,742.00	19,688.89	1.0	Continuing	N
00022073	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Miles,James R	4/24/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00022132	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER - LEAD	Balough,Jeffery M	10/29/2007	9	6	66,864.00	19,724.88	1.0	Continuing	N
00022370	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Olarinde,Darlene F	9/30/1985	8	10	66,742.00	19,688.89	1.0	Continuing	N
00024321	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Babalola,Akintayo A	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00025787	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER - LEAD	Wortham,Donnise Y	8/18/2008	9	5	65,202.00	19,234.59	1.0	Continuing	N
00025801	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER - LEAD	Faminu,Adeniran E	9/13/2010	9	4	63,540.00	18,744.30	1.0	Continuing	N
00027655	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Duncan,Maria F	5/8/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032519	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Montgomery,Janice R	12/14/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032620	FL0	2018	0100	2500	2530	Filled	Nurse Consultant	Poole,Judy	2/25/2013	12	7	95,705.00	28,232.98	1.0	Continuing	N
00033632	FL0	2018	0100	2500	2530	Filled	CORRECTIONAL OFFICER	Drummond,James E	11/25/1985	8	10	66,742.00	19,688.89	1.0	Continuing	N
00085572	FL0	2018	0100	2500	2530	Filled	Nurse Consultant	Jones,DeVora	5/30/2017	11	7	96,223.00	28,385.79	1.0	Continuing	N
00000153	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Jones,Deon Devon Delonta	2/6/2006	9	7	68,526.00	20,215.17	1.0	Continuing	N
00000488	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	George,Loreiza J	11/10/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00000606	FL0	2018	0100	3600	3605	Filled	Criminal Investigator(Int Afrs	Hammond,Kevin L	10/2/2017	11	10	73,295.00	21,622.03	1.0	Continuing	N
00000620	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Haines,Eugenia	4/16/1984	9	10	73,512.00	21,686.04	1.0	Continuing	N
00000659	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gooden,Charles A	7/3/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00000750	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Broderick,Nelson W	2/9/2015	8	2	54,702.00	16,137.09	1.0	Continuing	N
00000980	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Watson,Paul L	3/16/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00001128	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sands,Robert W	7/5/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00001190	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Olubasusi,Benjamin R	8/30/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00001213	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Abdul,Owolabi	12/26/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00001337	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Day,Marshall	4/18/1994	9	10	73,512.00	21,686.04	1.0	Continuing	N
00001342	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Bryan,Bernard D	2/14/1996	9	10	73,512.00	21,686.04	1.0	Continuing	N
00001430	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gillis,Rozan J	10/13/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00001500	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Johnson,Shelena J	2/11/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N



### Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00001627	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jones,Darian L.	10/2/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00001630	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Pee,Cortisha M.	1/4/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00001664	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adams,Bobbie R	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00001741	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Smith,Lynnell	10/18/1989	8	9	65,237.00	19,244.92	1.0	Continuing	N
00001776	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dunn,Kelli D	11/10/2008	8	5	59,217.00	17,469.02	1.0	Continuing	N
00001797	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Thomas,Nicole Juanita	9/21/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00001816	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Washington,Dana L	8/31/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00001851	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Clark,Antoinette Y	1/25/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00001883	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akinseye,Akindele D	10/15/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00001958	FL0	2018	0100	3600	3605	Filled	CLERICAL ASSISTANT	Washington,Pamela P	2/2/1980	7	10	55,462.00	16,361.29	1.0	Continuing	N
00001995	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ogoh,Motunde G	6/18/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00002028	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mendez,Juan A	10/24/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00002133	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Whitehead,Christina D	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00002155	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bakare,Abiola A	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00002176	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ward Jr.,Walter T	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00002252	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dilbert,Danielle T	8/10/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00002254	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Helms,Richard P	12/24/2007	8	6	60,722.00	17,912.99	1.0	Continuing	N
00002298	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Abiola,Johnson	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00002431	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	McKinnon,Stephanie R	10/31/2005	9	6	66,864.00	19,724.88	1.0	Continuing	N
00002483	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Caulley,Kenneth D	7/1/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00002573	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Holliday, Van C	1/11/1994	9	10	73,512.00	21,686.04	1.0	Continuing	N
00002610	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Andemichael,Temesghen	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00002623	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Muhammad,Francine A	11/5/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00002823	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Otis,Buford L.	7/25/2016	11	0	89,406.00	26,374.77	1.0	Continuing	N
00002871	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Bryant,Darlene S	8/18/2008	9	5	65,202.00	19,234.59	1.0	Continuing	N
00002923	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Croom,Glaumeiz	10/7/1982	9	10	73,512.00	21,686.04	1.0	Continuing	N
00003380	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Moore Jr.,James E	3/28/1994	8	7	62,227.00	18,356.97	1.0	Continuing	N
00003395	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kamgaing,Hyppolite	5/31/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00003442	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Darego,Sotonm S	2/1/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00003775	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mcdermott,Denzil A	5/2/2009	8	10	66,742.00	19,688.89	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00003821	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dreher,Trenita N	10/24/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00003823	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Amobi,Stephen I	7/14/2006	8	10	66,742.00	19,688.89	1.0	Continuing	N
00004203	FL0	2018	0100	3600	3605	Filled	Supervisory Correctional Treat	Carrington,Capucine	7/24/2006	13	0	89,491.36	26,399.95	1.0	Continuing	N
00004248	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hannie,Jeremy L.	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00004539	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Eggleston,Satonya M	7/21/2008	8	10	66,742.00	19,688.89	1.0	Continuing	N
00004551	FL0	2018	0100	3600	3605	Filled	Monitoring Specialist	Ware Jr.,Andre F	5/1/2017	9	10	60,757.00	17,923.32	1.0	Continuing	N
00004616	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	McCormack,Viola Humphreyna	10/24/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00004654	FL0	2018	0100	3600	3605	Filled	Monitoring Specialist	Washington,George R	9/24/2012	9	6	54,725.00	16,143.88	1.0	Continuing	N
00004748	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Tibbs,Daniel W	7/27/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00004803	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Alexander,Joseph	1/5/2009	9	5	65,202.00	19,234.59	1.0	Continuing	N
00004824	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bello,Ajibike	10/18/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00005148	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Uloma,Ifeanyi I	2/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00005158	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Artis,Tammie Shanice	6/11/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00005263	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Chester,Harriette	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00005275	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Igbalajobi,Oluwamodupe	6/18/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00005488	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Albert	10/13/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00005542	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akinduro,Oluwatosin K	1/25/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00005546	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Henderson Jr.,Lloyd	4/28/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00005962	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Austin,Herman	1/10/2005	9	9	71,850.00	21,195.75	1.0	Continuing	N
00006017	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mcgee,Annie E	9/21/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00006131	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lancaster Jr.,Anthony D	10/15/2007	9	6	66,864.00	19,724.88	1.0	Continuing	N
00006526	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Richardson,Anthony	10/9/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00006961	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Chandler,James L	2/27/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00006966	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Henry,Alvin	2/11/2013	11	0	76,633.65	22,606.93	1.0	Continuing	N
00007053	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Riaz,Chaudhry	12/30/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00007270	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL INSTITUTION ADMN	Johnson,Lennard K	7/28/2014	15	0	147,000.00	43,365.00	1.0	Continuing	N
00007297	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jackson,Omarri	9/12/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00007332	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Freeman,Toussaint L	10/14/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00007375	FL0	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Holden,Gwendolyn L	11/25/1988	8	10	64,545.00	19,040.78	1.0	Continuing	N
00007516	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Brumfield III,Clinso C	1/23/2006	8	10	66,742.00	19,688.89	1.0	Continuing	N
00007744	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Nurse,Gregory L.	2/17/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00007760	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Drake Jr.,Johnny	2/17/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00007845	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Flournoy,Tanya T	10/13/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00007860	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ridley,Shadonna R	1/5/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00007871	FLO	2018	0100	3600	3605	Filled	Monitoring Specialist	Shaw,Rashean S	12/20/2010	9	4	51,709.00	15,254.16	1.0	Continuing	N
00007877	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akinseye,Oluwaseun	7/10/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00008013	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gilbert,John D	8/10/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00008017	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Rasheeda	12/22/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00008018	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mitchell,Calvin D	8/19/1996	8	10	66,742.00	19,688.89	1.0	Continuing	N
00008025	FLO	2018	0100	3600	3605	Filled	SUPV LEGAL INSTRUMENT EXAMINR	Lee,Alberta R	7/23/2007	11	0	70,756.26	20,873.10	1.0	Continuing	N
00008040	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Clinkscale,Connie	6/15/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00008064	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lewis,Daniel W	6/6/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00008087	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	White,Deneen R	11/10/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00008090	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Hull,Edwin A	6/18/1990	9	10	73,512.00	21,686.04	1.0	Continuing	N
00008192	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Long,Kandiss J	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00008211	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gamble,Mark E	8/18/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00008214	FLO	2018	0100	3600	3605	Filled	Associate Director	Lopez,Amy K.	7/31/2017	10	0	158,074.00	46,631.83	1.0	Continuing	N
00008222	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Franklin,Shawn	11/24/2008	9	8	70,188.00	20,705.46	1.0	Continuing	N
00008236	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Aryee,Samuel	10/20/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00008275	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ashmeade,Alphonso A	10/13/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00008359	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Brand,Joseph E.	12/20/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00008399	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Brown,Ray	11/13/2006	8	8	61,389.00	18,109.76	1.0	Continuing	N
00008404	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Cannedy,Tammy S	7/6/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00008415	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Perrilloux,Dwight J	8/25/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00008426	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Briscoe Armstrong,Susan	7/10/2006	8	10	66,742.00	19,688.89	1.0	Continuing	N
00008447	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sumter,Tiffany D	4/9/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00008558	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Nnorom,Glory U	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00008567	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Annan,Esther	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00008569	FLO	2018	0100	3600	3605	Filled	CRIMINAL INVEST	Williams,James E	10/5/1993	12	5	79,077.00	23,327.72	1.0	Continuing	N
00008605	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Moton,Deborah A	1/23/2006	9	7	68,526.00	20,215.17	1.0	Continuing	N
00008626	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Crawley,Heather	11/28/2016	11	0	68,088.00	20,085.96	1.0	Continuing	N
00008640	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ashiamah,Frederick	8/10/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N

**Department of Corrections (FLO) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00008771	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Holland,Donald L	6/17/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00008794	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Masi,Harcourt	6/18/1990	9	10	73,512.00	21,686.04	1.0	Continuing	N
00008857	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Yelder,De'Lano E	2/1/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00008945	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Pam,Christian M	12/22/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00008967	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Peck,Fredrick B	8/18/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00009092	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Martin Daniels,Mary S	1/3/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00009131	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Cooper,Kimberly	9/24/2007	8	6	60,722.00	17,912.99	1.0	Continuing	N
00009134	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Ataiyero,Aaron A	2/17/2009	9	5	65,202.00	19,234.59	1.0	Continuing	N
00009246	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Cobbs,Andre	3/12/1991	9	10	73,512.00	21,686.04	1.0	Continuing	N
00009296	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lattisaw,LaShawn T	7/6/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00009384	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Anyanwu,Casmir Kennedy	5/4/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00009419	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Talley Glass,Nora A	6/6/1988	12	0	87,195.58	25,722.70	1.0	Continuing	N
00009479	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Palmer III,William Rutherford	6/11/2007	9	7	68,526.00	20,215.17	1.0	Continuing	N
00009513	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bangura,Alfred	7/14/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00009514	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Clark,Shawn L.	4/17/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00009523	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mcqueen,Bobbie R	1/19/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00009613	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Thigpen,Robert E	10/24/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00009638	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Awodiya,Olusola C	8/30/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00009714	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ntungwe,Corlins	6/12/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00009725	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ademola,OlaJumoke A	12/22/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00009801	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ibidapo,Michael A	4/17/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00009804	FLO	2018	0100	3600	3605	Filled	Supervisory Correctional Treat	Lightner,Vera P	2/27/2012	13	0	90,200.00	26,609.00	1.0	Continuing	N
00009810	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Pope,Spious T.	4/28/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00009863	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Corprew,Romona S	10/21/1993	9	9	71,850.00	21,195.75	1.0	Continuing	N
00009894	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mballow,Cherno	7/28/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00009913	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ellis,Ebony	5/2/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00009921	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Cole,Marlon	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00009928	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ogamba,Chineme	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00010005	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Hunter,Dora D	10/14/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00010007	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Muritala,Sheu A	1/25/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N

# **Department of Corrections (FLO) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00010011	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Djoko,Marius	11/16/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010027	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Moody,Jerrie V	5/11/1987	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010028	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Melchoir,Michael	10/23/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010031	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	James,Raymond N	4/18/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010112	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sanchez,Guillermo	9/24/2012	8	8	63,732.00	18,800.94	1.0	Continuing	N
00010114	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Olugbamiye,John Sunday	1/3/2011	9	4	63,540.00	18,744.30	1.0	Continuing	N
00010121	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Allen Jr.,Dexter W	6/30/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00010142	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Butts,Briana C.	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00010149	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kornegay,Natasha T	3/11/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00010204	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Younger,Sharon M	10/26/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00010208	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Parker,Andra	9/2/2008	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010228	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Whitby Jr.,Austin	3/3/1987	9	10	73,512.00	21,686.04	1.0	Continuing	N
00010234	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Epps,David Tyrone	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00010235	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Folefo,Atabong Nkwetta	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00010241	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Anyaike,Okechukwu J	11/16/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010247	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dickensjr,Lewis	7/19/2010	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010286	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Rotimi,Henry Kolawole	6/27/2005	9	10	73,512.00	21,686.04	1.0	Continuing	N
00010318	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Delonte J	2/17/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00010322	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Douglas,Ashley A	12/20/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00010358	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Umeh,Becky	5/31/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010361	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Adekunle,Abideen B	2/9/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010372	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lee,Calvin	7/25/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00010397	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	King,Eric Lee	3/7/2005	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010431	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Murray Jr.,Paul E	12/12/1995	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010445	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Julien,Shelby M	10/14/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00010625	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Fabien,Fritz	10/20/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00010628	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Oirimoyegun,Johnson O	7/28/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00010629	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Windear,Michael A.	2/11/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00010642	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Osborne,Allantra J	3/9/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00010653	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Ezurike,Onyide Alaeto Ashey	7/3/1989	9	10	73,512.00	21,686.04	1.0	Continuing	N
00010655	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harville,Markita D	7/27/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N

## Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00010658	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Holland,Davin	10/2/2017	11	0	68,000.00	20,060.00	1.0	Continuing	N
00010683	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Delk,Christian H.	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00010697	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lapaix,Reny Teodoro	3/15/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00010714	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	O'Neal,Nadiyah S	4/18/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010719	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Fowler Jr.,Robert R	6/11/2007	8	10	66,742.00	19,688.89	1.0	Continuing	N
00010735	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Robinson,Nathaniel	8/6/2007	9	6	66,864.00	19,724.88	1.0	Continuing	N
00010736	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Terrotrice G.	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00010891	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bailey,McCleveland	1/23/2006	8	9	65,237.00	19,244.92	1.0	Continuing	N
00010902	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Longtio,Boris	5/31/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00010907	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Olibrun,Mariane	6/2/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00010938	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Poge,Carol P	6/8/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00011033	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jones,Alexus D	7/10/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00011064	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Eghan,Francis	12/22/2008	8	5	59,217.00	17,469.02	1.0	Continuing	N
00011097	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dawkins,Shireta R	9/24/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00011103	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Girmu,Yohannes T	12/22/2008	8	5	59,217.00	17,469.02	1.0	Continuing	N
00011104	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Smith,Akeem	5/16/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00011151	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Banjoko,Moshood A	12/26/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00011155	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Rodriquez,Pablo A	5/7/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00011209	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Smith,Temeka S	2/17/2009	9	5	65,202.00	19,234.59	1.0	Continuing	N
00011304	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Callender,Sheena C	9/13/2010	9	4	63,540.00	18,744.30	1.0	Continuing	N
00011427	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bolanga,Guillaume	7/28/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00011447	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Wilson,Lawrence A	1/29/1990	9	9	71,850.00	21,195.75	1.0	Continuing	N
00011571	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dosumu,Hawa	1/27/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00011984	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Dowery,Darrell L	7/27/1992	9	10	73,512.00	21,686.04	1.0	Continuing	N
00012037	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Hall,Benard J	5/13/1987	9	10	73,512.00	21,686.04	1.0	Continuing	N
00012139	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Agyekum,Akwasi A.	12/20/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00012193	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Carpenter,Serena T	1/25/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00012249	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Becton,Linwood E	2/6/1995	11	0	76,880.00	22,679.60	1.0	Continuing	N
00012374	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Sutton,Tony	11/6/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00012413	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dixon,Sharon A.	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00012473	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bell,Adrienne J	7/19/2010	8	4	57,712.00	17,025.04	1.0	Continuing	N



**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00012521	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Conner,William J	7/27/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00012525	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ridley,Shantell T	11/4/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00012535	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hill,Jr,Solomon	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00012569	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Evans,Jonathan B	2/3/1983	8	10	66,742.00	19,688.89	1.0	Continuing	N
00012591	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hunter,Brenda J	2/17/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00012620	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Harrington,Edward J	6/1/1989	9	10	73,512.00	21,686.04	1.0	Continuing	N
00012645	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ebini,Lucas B	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00012676	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bailey II,William H	9/21/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00012677	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Uwadiae,Amos D	9/9/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00012724	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Ogu,Longinus	1/11/1995	9	8	70,188.00	20,705.46	1.0	Continuing	N
00012727	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Waller,Dawn Re'hae	3/17/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00012740	FL0	2018	0100	3600	3605	Filled	CLERICAL ASSISTANT	Edwards,Kathleen Claudette	5/14/2007	7	7	51,058.00	15,062.11	1.0	Continuing	N
00012786	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Harper,Otavius S	11/13/2006	8	7	62,227.00	18,356.97	1.0	Continuing	N
00012858	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dove,Montez	6/13/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00012913	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Pender,Cheron	6/13/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00012979	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Theresia N	8/25/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00012991	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Cooper,Lawrence F	11/16/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00013129	FL0	2018	0100	3600	3605	Filled	CLERICAL ASSISTANT	Leblanc Johnson,June Ann E	7/24/2006	7	8	52,526.00	15,495.17	1.0	Continuing	N
00013135	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Peel,Kevin W	4/14/1986	8	10	66,742.00	19,688.89	1.0	Continuing	N
00013144	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Ford,Alvin C	8/13/1990	11	0	78,657.00	23,203.82	1.0	Continuing	N
00013169	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Namunyu,Brian	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00013265	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Halder,Patricia A	4/20/1993	9	10	73,512.00	21,686.04	1.0	Continuing	N
00013413	FL0	2018	0100	3600	3605	Filled	LEAD CORRECTIONAL OFC	Ojo,Theophilus O	9/9/1991	9	10	73,512.00	21,686.04	1.0	Continuing	N
00013462	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sanchez,Esteban A	3/9/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00013663	FL0	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Jones,Jack	8/20/2007	8	6	58,233.00	17,178.74	1.0	Continuing	N
00013704	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Shumake,Gregory	12/27/2016	11	0	82,950.86	24,470.50	1.0	Continuing	N
00013830	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Chapa,Rosamaria S	4/24/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00013941	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Lester,Gerald L	11/14/1990	9	10	73,512.00	21,686.04	1.0	Continuing	N
00014083	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Broadus,Julia S	10/9/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00014129	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Johnson,Jacqueline J	11/9/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00014693	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Njau,Vincent	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00015120	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kirkland,Andre	5/2/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00015204	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Carmen L	9/21/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00015232	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Essiam,Peter K	11/14/1996	8	0	64,872.00	19,137.24	1.0	Continuing	N
00015348	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Carroll,LaTonja M.	12/20/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00015411	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Williams,Frederick U	9/25/2006	9	6	66,864.00	19,724.88	1.0	Continuing	N
00015533	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Moore,Jerry M	1/30/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00015587	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Christian,India M	5/10/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00015632	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	White,Karl D	10/13/1987	11	0	78,657.00	23,203.82	1.0	Continuing	N
00015657	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Burnett,Isaiah B	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00015659	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harrell,Termika L	12/21/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00015782	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Millimouno,Koumba F	11/16/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00015785	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Holmes,Marshall	9/18/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00015850	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Danso,Kwadwo B	1/5/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00015925	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Okorie,Ugochukwu P	4/28/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00016070	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL TREATMENT SPEC	Nesbitt,Lennette M.	8/7/2017	9	4	59,102.00	17,435.09	1.0	Continuing	N
00016118	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Nivens,Eleanor	9/16/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00016163	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Barnes,Damian S	7/27/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00016176	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Armstead,Jonathan	8/6/2007	9	7	68,526.00	20,215.17	1.0	Continuing	N
00016197	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Onukwubiri,Ejikeme U	9/16/1993	11	0	79,146.91	23,348.34	1.0	Continuing	N
00016203	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gleaton,Latya	9/18/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00016230	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Aburo,Robert A.	9/18/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N



**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00016283	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Olubode,Matthew O	8/30/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00016288	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Taylor,Andre	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00016296	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Pinkney,Jason	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00016373	FL0	2018	0100	3600	3605	Filled	Special Assistant	Powell,Genester	6/2/1992	12	5	79,077.00	23,327.72	1.0	Continuing	N
00016382	FL0	2018	0100	3600	3605	Filled	LEAD CORRECTIONAL OFC	Barnes,Daryl L	2/19/2008	9	10	73,512.00	21,686.04	1.0	Continuing	N
00016386	FL0	2018	0100	3600	3605	Filled	Program Support Specialist	Postell,Jennifer D.	6/3/2013	11	8	69,641.00	20,544.10	1.0	Continuing	N
00016430	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Davis,Michael	7/5/1990	9	10	73,512.00	21,686.04	1.0	Continuing	N
00016450	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Frederick,Earl	7/25/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00016483	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Rana,Arshad	12/5/2011	8	8	63,732.00	18,800.94	1.0	Continuing	N
00016486	FL0	2018	0100	3600	3605	Filled	TRAINING SPECIALIST	Hargrove,Sharon Y	3/30/2009	12	5	79,077.00	23,327.72	1.0	Continuing	N
00016489	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Salako,Adebowale	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00016504	FL0	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMIN SUPV	Sewell,Tanika A	1/8/2007	11	0	66,926.13	19,743.21	1.0	Continuing	N
00016539	FL0	2018	0100	3600	3605	Filled	Lead Legal Instruments Examine	Jones,Harold W	2/28/1994	9	10	69,548.00	20,516.66	1.0	Continuing	N
00016567	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Allen,Almeada	9/1/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00016571	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Awasoh,Joel	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00016593	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Adams,Ronald C	3/25/2008	11	0	81,067.02	23,914.77	1.0	Continuing	N
00016607	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Stovall,Hakim A	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00016713	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Thomas II,Leonard T	9/21/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00016722	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Coates,Tiara L.	7/28/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00016780	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Moore,Quintin S	2/25/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00016823	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Fokoua,Patrice	7/25/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00016878	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Joseph,Kanisha L	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00016902	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	McDaniels Jr.,Robert Lewis	7/6/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00016910	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ofori,Stephen S	6/2/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00016913	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Burton,Nenitto A	9/9/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00016924	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Powell,Danielle	5/1/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00016948	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Benavides,Mirian R	9/9/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00016962	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harris,Anthony D	7/18/2010	8	10	66,742.00	19,688.89	1.0	Continuing	N
00017007	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Curry Jr.,Stalk N	6/15/1992	9	10	73,512.00	21,686.04	1.0	Continuing	N
00017021	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Rivers,Faith M	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00017032	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Clark,Eric C	9/21/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N

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Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00017034	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Carr, Jerry L	3/26/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00017056	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Oluko, Olaiyiwola O.	10/2/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00017069	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Whitfield, Michael	10/15/2007	9	7	68,526.00	20,215.17	1.0	Continuing	N
00017091	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Morman, Vaughn A.	9/18/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00017097	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	SOWOU, MEGNONNA	5/2/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00017122	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Doh, Nina E.	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00017138	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akinmayowa, Akinwale	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00017142	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Spain, Germaine	12/21/2009	9	4	63,540.00	18,744.30	1.0	Continuing	N
00017148	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hill, Joseph L	7/17/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00017197	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Claiborne, Allen J	3/11/2008	8	10	66,742.00	19,688.89	1.0	Continuing	N
00017225	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Musgrove, Troy M	12/1/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00017250	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Allen, Dexter W	12/23/1988	9	10	73,512.00	21,686.04	1.0	Continuing	N
00017337	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hussain, Jami D	8/25/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00017513	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Morgan, Paulette R	11/9/1987	8	10	66,742.00	19,688.89	1.0	Continuing	N
00017585	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gutierrez, Merlin A	12/20/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00017587	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Linton, Ashley V	7/28/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00017749	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gause, Julius	7/6/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00017772	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Winkfield, Thomas E	5/3/1989	9	10	73,512.00	21,686.04	1.0	Continuing	N
00017911	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Boyd II, Ma Rion	9/24/2007	12	0	81,840.71	24,143.01	1.0	Continuing	N
00017915	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Shepherd, Troy	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00017947	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Manning, Gary A	4/26/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00018003	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Stanfield, Brandon A	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00018152	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Wellington, Rufus L	11/26/1984	9	10	73,512.00	21,686.04	1.0	Continuing	N
00018192	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Ball, Felix M	3/1/2010	9	6	66,864.00	19,724.88	1.0	Continuing	N
00018244	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Coleman, Anquetta	1/5/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00018813	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Amir, Mohammad N	7/19/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00018993	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Combs, Oliver D.	6/18/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00019617	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Burrus, David L	8/20/2007	8	10	66,742.00	19,688.89	1.0	Continuing	N
00019758	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Gunn, Eric E	11/14/2005	9	9	71,850.00	21,195.75	1.0	Continuing	N
00019783	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jacks, Iman	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00019806	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kem, Patrick T	12/5/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00019945	FL0	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Griffin, Sandra D.	6/13/2005	11	0	76,633.65	22,606.93	1.0	Continuing	N
00020009	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Sistrunk, Chad F	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00020255	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kiang, Stephanie A	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00020391	FL0	2018	0100	3600	3605	Filled	LEAD CORRECTIONAL OFC	Wallace, Ernest N	6/28/1992	9	10	73,512.00	21,686.04	1.0	Continuing	N
00020414	FL0	2018	0100	3600	3605	Filled	SUPVY CORRECTIONAL OFFICER	Jagtiani, Andrew	9/6/2016	11	0	70,678.44	20,850.14	1.0	Continuing	N
00020415	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ellis, Laurrine C	3/26/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00020441	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jackson, Darryl J.	6/18/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00020481	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mills, Melissa	6/30/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00020501	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adelowo, Francis	5/1/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00020566	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jordan, George T	4/7/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00020617	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Salters,Mignon	9/12/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00020623	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bynum,Raphael R	7/27/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00020758	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Floyd,Allison R	11/14/2005	8	10	66,742.00	19,688.89	1.0	Continuing	N
00020773	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hairston,Richard E	4/4/2010	8	10	66,742.00	19,688.89	1.0	Continuing	N
00020851	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Baysmore,Marie	5/16/1993	9	10	73,512.00	21,686.04	1.0	Continuing	N
00020983	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Acha,Peter M	4/9/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00021113	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Martinez,Michael	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00021139	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adebisi,Adediji	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00021160	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harriston,Duke G	10/24/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00021188	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dillion,Joshua	10/2/2017		0	45,284.00	13,358.78	1.0	Continuing	N
00021189	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Green,Catherine T	4/25/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00021231	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Emakpor,Eloho O	7/14/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00021252	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Holloway,Joe S	12/31/1998	9	8	70,188.00	20,705.46	1.0	Continuing	N
00021255	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Malinder,Christina M	7/14/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00021362	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akujobi,Raymond O	7/27/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00021383	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Shikmut,Joseph D	8/15/2011	8	8	63,732.00	18,800.94	1.0	Continuing	N
00021402	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akpan,Godstime B	2/9/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00021408	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Teru,Olayinka	8/15/2011	8	5	59,217.00	17,469.02	1.0	Continuing	N
00021447	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ekanem,Bernard U	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00021518	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Beverly,Mark R	12/14/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00021608	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Thomas,Curtis C	7/27/1992	9	10	73,512.00	21,686.04	1.0	Continuing	N
00021631	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hill,Marlena R	5/4/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00021680	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Aderinkola,Rufus O	6/8/2009	9	7	68,526.00	20,215.17	1.0	Continuing	N
00021691	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Dobyns,Darius L	7/27/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00021692	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Banks,Layard A	7/23/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00021758	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Proctor,Kenneth M	4/28/2008	9	5	65,202.00	19,234.59	1.0	Continuing	N
00021821	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hicks,Joshua J	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00021826	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ward,Leslie A	1/5/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00021994	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mbarga,Margrate Bella	12/14/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00022094	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Burt,Elajah	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00022163	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Nelson,Tyrone Carlton	5/20/2013	9	2	60,216.00	17,763.72	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00024559	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Shell,Avon D	7/3/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00024736	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Tekom,George T	1/27/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00024834	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lewis,Melissa E	11/10/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00024835	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Wilson,Mack	4/9/2012	9	5	65,202.00	19,234.59	1.0	Continuing	N
00024877	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Coburn,Stefone Anthony	6/2/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00024968	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Nguimdo,Pierre	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00025033	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Flippen II,Cary P	8/10/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00025058	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Blair Summers,Annette	3/8/1986	8	10	64,545.00	19,040.78	1.0	Continuing	N
00025089	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Coates,Joseph R	12/20/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00025130	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Tchieuga,Serge	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00025144	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Spence,Carl D	7/18/2010	8	10	66,742.00	19,688.89	1.0	Continuing	N
00025147	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Olatundun,Olufemi	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00025190	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Carmon,Jeffrey L	7/27/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00025191	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Scott,Roman	10/24/1988	9	10	73,512.00	21,686.04	1.0	Continuing	N
00025201	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sessoms,Desmond J	5/1/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00025238	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Johnson,Laveta S	10/22/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00025250	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Lonnell A	4/28/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00025289	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Blakes,Sepedra A.	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00025361	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Agbara,Theodore O	3/26/1990	9	10	73,512.00	21,686.04	1.0	Continuing	N
00025402	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Namata,Naomi N	6/18/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00025408	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Wilson,Jesse Demart	7/8/2007	11	0	77,311.80	22,806.98	1.0	Continuing	N
00025411	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Williams,Hernandaze P	6/18/1989	9	9	71,850.00	21,195.75	1.0	Continuing	N
00025465	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Queen,Denise W	6/16/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00025480	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Becketts,David	9/18/2017	11	1	68,000.00	20,060.00	1.0	Continuing	N
00025531	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Ndifor,Henry	2/25/2013	11	0	76,633.65	22,606.93	1.0	Continuing	N
00025567	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Robinson,Letha A	11/21/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00025568	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Dixon,Lasheeka R	12/11/2006	9	6	66,864.00	19,724.88	1.0	Continuing	N

**Department of Corrections (FLO) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00025586	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	White,Jacqueline M	5/3/1993	11	0	79,035.00	23,315.33	1.0	Continuing	N
00025656	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Owusu,Jerry	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00025681	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Freddie L	8/6/1996	8	10	66,742.00	19,688.89	1.0	Continuing	N
00025704	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mbarga,Catherine M	8/25/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00025719	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Taylor-Holloman,Angela A	11/9/1987	9	10	73,512.00	21,686.04	1.0	Continuing	N
00025829	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Okoye,Cyrl C	4/9/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00026018	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wharton,Marlon V	3/28/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00026023	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Green,Renee T	3/5/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00026025	FLO	2018	0100	3600	3605	Filled	LEAD CORRECTIONAL OFC	Hickmon,Patrice N	4/1/2013	9	3	61,878.00	18,254.01	1.0	Continuing	N
00026042	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Washington,Kevin F	7/16/1984	8	10	66,742.00	19,688.89	1.0	Continuing	N
00026112	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Walker,Angela V	2/9/2015	7	3	50,968.00	15,035.56	1.0	Continuing	N
00026113	FLO	2018	0100	3600	3605	Filled	SUPV LEGAL INSTRUMENT EXAMINR	Brown,Robilyn S	12/26/2006	11	0	66,926.13	19,743.21	1.0	Continuing	N
00026115	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Otitoloju,Adeniyi A	7/14/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00026139	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL PGM OFFICER	Thompson,Denise Z	1/28/2013	12	0	84,145.44	24,822.90	1.0	Continuing	N
00026155	FLO	2018	0100	3600	3605	Filled	LEAD CORRECTIONAL OFC	Motanya,Frederick A	7/14/1993	9	10	73,512.00	21,686.04	1.0	Continuing	N
00026161	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Rush,Elton Stuart	2/22/2005	8	10	66,742.00	19,688.89	1.0	Continuing	N
00026168	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sakariyah,Lukman	7/10/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00026197	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Wiley,Marcia D	1/31/2011	9	4	63,540.00	18,744.30	1.0	Continuing	N
00026286	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Smith,Kevin E	8/18/2008	8	5	59,217.00	17,469.02	1.0	Continuing	N
00026361	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Green,Tokitha R.	4/28/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00026388	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Omomo,Johnson	1/14/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00026422	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Simmons Jr.,Lonnie	9/3/1985	8	10	66,742.00	19,688.89	1.0	Continuing	N
00026423	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Memudu,Lateef A.	10/7/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00026478	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Jefferson Jr.,Robert L	3/10/1993	9	10	73,512.00	21,686.04	1.0	Continuing	N
00026510	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Alfaro,Steven M	7/9/2007	7	2	49,608.00	14,634.36	1.0	Continuing	N
00026590	FLO	2018	0100	3600	3605	Filled	Clerical Assistant (OA)	Smith-Hill,Deborah D	6/14/1993	5	10	52,779.00	15,569.81	1.0	Continuing	N
00026648	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Parker,Daniel E	9/24/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00026806	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wilson,Erica S	5/27/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00026871	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akindunni,Olanrewaju R.	6/18/2012	8	5	59,217.00	17,469.02	1.0	Continuing	N
00026875	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Yomba,Augustin T	2/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00027024	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harvey,Jaleesa Nicole	2/1/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00027058	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ball,Lorenzo A	4/22/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00027061	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Trotter,Charles	4/25/1988	8	10	66,742.00	19,688.89	1.0	Continuing	N
00027102	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Okpara,Harry O	11/13/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00027315	FLO	2018	0100	3600	3605	Filled	Lead Legal Instruments Examine	Thompson,Fred O	9/17/2007	9	10	69,548.00	20,516.66	1.0	Continuing	N
00027710	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hodgins,Raven	4/14/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00029025	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Cole,Andre' W.	6/13/2005	9	9	71,850.00	21,195.75	1.0	Continuing	N
00029031	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Vinyard,Eric S	11/5/2012	12	0	88,510.89	26,110.71	1.0	Continuing	N
00029035	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Marquis T	8/18/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00029036	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Loften,Mark A	6/27/2005	8	10	66,742.00	19,688.89	1.0	Continuing	N
00029037	FLO	2018	0100	3600	3605	Filled	SUPVY CORRECTIONAL OFFICER	Ibeawuchi,Obioma L	2/1/1988	11	0	77,646.60	22,905.75	1.0	Continuing	N
00029038	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Frost,Ada R	5/10/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00029042	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lewis III,John W	6/2/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00029045	FLO	2018	0100	3600	3605	Filled	Financial Manager	Staats,Daryl	2/22/2000	14	10	133,480.00	39,376.60	1.0	Continuing	N
00029046	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Logan,Marion L	5/10/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00029049	FL0	2018	0100	3600	3605	Filled	SUPVY CORRECTIONAL OFFICER	Tates,Joyce E	1/23/2006	11	0	76,633.65	22,606.93	1.0	Continuing	N
00029079	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL PGM OFR RECORD	Chisholm,Shelly Michelle	10/16/1983	12	0	75,356.19	22,230.08	1.0	Continuing	N
00032364	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Bryan,Simon G	10/24/1993	9	10	73,512.00	21,686.04	1.0	Continuing	N
00032384	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jabbie,Alhaji I	1/19/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00032398	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	King,Donald C	3/23/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032515	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Saunders,Shuey D	5/22/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032622	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Marion,Shantell	1/30/2012	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032657	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Riley,Thomas A	5/13/1995	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032699	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hart,Hazel P	10/4/2004	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032710	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Makins,Dionne A	1/30/2012	9	10	73,512.00	21,686.04	1.0	Continuing	N
00032747	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akaragwe,Solomon A	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00032774	FL0	2018	0100	3600	3605	Filled	Clerical Assistant	Sanders,Lavon K	11/13/1995	7	9	53,994.00	15,928.23	1.0	Continuing	N
00032808	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Barkley,Kayla M	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00032809	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ngorekom,Mbah J	2/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00032848	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ayodele,Femi	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00032852	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Javed,Khalid	11/20/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032900	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Scott,Paul M	7/26/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00032901	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Adrien,Patrick	8/16/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00032904	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Brown,Dianna A	11/18/1990	9	8	70,188.00	20,705.46	1.0	Continuing	N
00032921	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Smith,Douglas L	1/11/1992	9	10	73,512.00	21,686.04	1.0	Continuing	N
00032939	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Conteh,Mohamed	8/30/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00032992	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Rothen,Carmen F	11/9/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00032995	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Cain-Rogers,Alisha L	1/5/2009	9	5	65,202.00	19,234.59	1.0	Continuing	N
00033043	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adewumi,Sunday A	1/19/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00033072	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Deramus,Sharif D	10/3/1994	9	10	73,512.00	21,686.04	1.0	Continuing	N
00033129	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Ukegbu,Ndiribe D	3/28/1996	9	10	73,512.00	21,686.04	1.0	Continuing	N
00033131	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mahmood,Arshad X	8/11/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033157	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL PGM ADMIN	Manning,Jeanette	12/24/2007	13	0	93,040.19	27,446.86	1.0	Continuing	N
00033164	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harvey,Tifiny N	7/6/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00033338	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Grooms,Kimberly N	12/24/2007	8	6	60,722.00	17,912.99	1.0	Continuing	N
00033358	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wharton,Brian K	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00033360	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Cloyd,Joseph	3/23/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033364	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Walker,Enoch B	11/13/2006	8	7	62,227.00	18,356.97	1.0	Continuing	N
00033379	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lawton,Kathy C	1/9/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033399	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Roberson,Antwon W	11/23/2009	8	6	60,722.00	17,912.99	1.0	Continuing	N
00033410	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wheeler,Reginald W	3/12/1995	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033427	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Corren S	9/21/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00033481	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gaines,Earnestine S	4/8/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00033520	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Tolessa,Liben Benti	4/1/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00033531	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gill,Tyler	8/7/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00033553	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ihezue,Chima O	11/23/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**



Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00033575	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Preira,Phillippe	3/17/2008	8	5	52,311.00	15,431.75	1.0	Continuing	N
00033585	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Morgan,Theresa F	4/8/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033586	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Allen,Mary F	4/9/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033604	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Nkemnkeng,Fonkeng D	10/7/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00033621	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Robinson,Kevin	1/19/1999	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033625	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Robinson,Shana T.	3/17/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00033635	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Holley,Lorraine W	9/7/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033665	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Oviasogie,Osadebamwen	3/5/2007	8	7	62,227.00	18,356.97	1.0	Continuing	N
00033675	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Folson,Eric A	2/14/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033748	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kola,Agbonkehri Dennis	2/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00033777	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Stewart,Denise E	12/8/1993	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033778	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Shank,Barbara J	5/18/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033795	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jones,Ruby M	8/22/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033811	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sherard,Darion R.	2/11/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00033813	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Rosser III,John R	8/20/1994	9	10	73,512.00	21,686.04	1.0	Continuing	N
00033817	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wannamaker,Ruby	7/15/1991	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033824	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Byrd,Ricole R	7/14/2014	8	2	54,702.00	16,137.09	1.0	Continuing	N
00033830	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Linder,Bernice C	1/19/1996	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033836	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Spates,Keith E	3/29/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00033837	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sutton,Crystal R	12/17/1997	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033854	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Walker,Robert	2/26/1990	8	10	66,742.00	19,688.89	1.0	Continuing	N
00033885	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ghafoor,Iqbal M	2/23/1992	8	10	66,742.00	19,688.89	1.0	Continuing	N
00034286	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adjanla,Lanwoe	5/10/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00035573	FLO	2018	0100	3600	3605	Filled	MANAGEMENT ASSISTANT (CORRESPO	Jackson,Violet E	2/26/1993	7	9	59,679.00	17,605.31	1.0	Continuing	N
00035698	FLO	2018	0100	3600	3605	Filled	Lead Legal Instruments Examine	Lewis,Kevin B	6/18/1990	9	9	67,807.00	20,003.07	1.0	Continuing	N
00035703	FLO	2018	0100	3600	3605	Filled	Lead Legal Instruments Examine	Dupar,Angela Latress	7/6/1990	9	10	69,548.00	20,516.66	1.0	Continuing	N
00036395	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Starkes,Alroy L	6/26/1987	8	10	66,742.00	19,688.89	1.0	Continuing	N
00036694	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Oladapo,Olubola T	12/20/2010	9	3	61,878.00	18,254.01	1.0	Continuing	N
00036695	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Graham,Bobby E	1/19/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00038410	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Reddick,Lawanda D	6/30/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00042406	FLO	2018	0100	3600	3605	Filled	Lead Legal Instruments Exam.	Daley,Davondalyn	5/7/1990	9	8	66,066.00	19,489.47	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00042435	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Henry-Hall, Valerie J	12/3/2007	8	7	55,267.00	16,303.77	1.0	Continuing	N
00042441	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Stewart,Eboni M	12/26/2006	8	9	62,967.00	18,575.27	1.0	Continuing	N
00042444	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Booker,Barbara	11/10/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00042445	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Mallard,Margaret	12/11/2006	8	10	64,545.00	19,040.78	1.0	Continuing	N
00042452	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Littles,Denyne A	1/8/2007	8	8	61,389.00	18,109.76	1.0	Continuing	N
00042455	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Childs,Debra	6/18/1990	8	10	64,545.00	19,040.78	1.0	Continuing	N
00042456	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Brown,Letitia Lea	7/8/2007	8	8	61,389.00	18,109.76	1.0	Continuing	N
00042458	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Jackson,Chaura A.	2/19/2008	8	8	56,745.00	16,739.78	1.0	Continuing	N
00042460	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hawkins, Terencyia C	2/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00042462	FLO	2018	0100	3600	3605	Filled	Program Analyst	Miles,Antoinette N	2/1/2017	12	7	83,443.00	24,615.69	1.0	Continuing	N
00042463	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Simmons,Deborah F	1/8/2007	8	8	61,389.00	18,109.76	1.0	Continuing	N
00042464	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Washington,Ingrid C	1/8/2007	8	8	61,389.00	18,109.76	1.0	Continuing	N
00042465	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMINER	Smart,Debra Ann	7/8/2007	8	7	59,811.00	17,644.25	1.0	Continuing	N
00042467	FLO	2018	0100	3600	3605	Filled	Lead Legal Instruments Examine	Jones,Cortney L	7/23/2007	9	6	62,584.00	18,462.28	1.0	Continuing	N
00042468	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Stewart,Lachonne L	1/30/2012	8	10	66,742.00	19,688.89	1.0	Continuing	N
00042655	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Brown,Glinda L	5/7/1990	12	0	84,296.12	24,867.36	1.0	Continuing	N
00042657	FLO	2018	0100	3600	3605	Filled	SUPVY CORRECTIONAL OFFICER	Goodwin,Lawrence E	10/10/1989	11	0	79,035.48	23,315.47	1.0	Continuing	N
00044136	FLO	2018	0100	3600	3605	Filled	LEGAL INSTRUMENTS EXAMIN SUPV	Proctor,Kevin L	11/7/1993	11	0	76,496.33	22,566.42	1.0	Continuing	N
00044423	FLO	2018	0100	3600	3605	Filled	Secretary	Gilchrist,Kimberly	9/8/1993	8	10	59,701.00	17,611.80	1.0	Continuing	N
00044484	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wanmo,Armand	3/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00045442	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bonds Jr.,Eugene	9/25/2006	8	7	62,227.00	18,356.97	1.0	Continuing	N
00045443	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sholoye,John O	2/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00045447	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ferguson,James V	9/25/2006	8	7	62,227.00	18,356.97	1.0	Continuing	N
00045448	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Obi,Hyginius E	10/7/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00045449	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Green III,Hosea D	9/25/2006	9	10	73,512.00	21,686.04	1.0	Continuing	N
00045454	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Thompson,LaToya L	5/5/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00045455	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ibeawuchi,Uchendu B	9/25/2006	8	7	62,227.00	18,356.97	1.0	Continuing	N
00045457	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Talley,Brenda J.	5/27/2008	8	9	65,237.00	19,244.92	1.0	Continuing	N
00045459	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Abosedo,Olubunmi	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00045574	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harris-Kassim,Charlene L	10/23/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N



**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00045575	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Johnson,Matthew C	7/19/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00045576	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Oyelami,Matthew O	1/19/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00045577	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Nwabunnia,Anthony	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00045579	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	McAllister,Bonnica E	10/14/2008	8	6	60,722.00	17,912.99	1.0	Continuing	N
00045580	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL TREATMENT SPEC	Washington,Teresa A	10/17/1983	11	10	82,002.00	24,190.59	1.0	Continuing	N
00045582	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akpobasa,Raphael Gilbert	8/22/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00045583	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	McCaster,Melvin J	2/1/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00045584	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Davis,Melissa E	12/7/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00045585	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Butler,Judah	1/25/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00045587	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ferguson,Jamal	9/12/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00045590	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bullock,Kyiwanda M	12/22/2008	8	5	59,217.00	17,469.02	1.0	Continuing	N
00045591	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jenkins,Cloytillia M	5/10/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00045844	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Ayodele,Bosede A	9/24/2007	9	6	66,864.00	19,724.88	1.0	Continuing	N
00045845	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Huskin,Lawrence S	12/22/2009	8	5	59,217.00	17,469.02	1.0	Continuing	N
00046337	FLO	2018	0100	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Lancaster,Crystal	6/8/2009	11	0	71,722.20	21,158.05	1.0	Continuing	N
00071665	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL INSTITUTION ADMN	Cave Jr,Charles	12/12/2016	14	0	123,331.00	36,382.65	1.0	Continuing	N
00072979	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Idowu,Segun	12/26/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00073132	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Taylor,Brandon J	9/13/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00073133	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Walker,Indiara K	9/13/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00073134	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kamara,Lassana F	2/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00073135	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Azubike,Emeka E	9/13/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00073136	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ososanya,Taiwo	7/25/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00073138	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ososanya,Kehinde	5/2/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00073148	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adeniji,Ayoola O	6/21/2010	8	5	59,217.00	17,469.02	1.0	Continuing	N
00073647	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Feliciano,Jovani F	9/24/2012	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077825	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ajugonyi,Peter A	5/6/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077826	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Joshua,Taiye O	5/6/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077827	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Miranda,Eddy C	5/6/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077828	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Oyebanjo,Bukola T	5/6/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077829	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ujor,Robinson F	5/6/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077854	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adams,Tamika D	5/20/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00077855	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Allen,Thomas B	5/20/2013	8	5	59,217.00	17,469.02	1.0	Continuing	N
00077856	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Anani,Labitey E	5/20/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077857	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Harris,Jovaughnna W	5/20/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077858	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Metuge,Roseline	5/20/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077860	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Uwalaka,Chidozie A	5/20/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077861	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ogbeide,Ceasar A	5/20/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077862	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Gwet,Pierre	5/20/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077863	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	WILLIAMS, BEVERLY B	10/15/1990	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077864	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Uwaifo,Dickson	6/3/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077865	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bowen,Jody K	6/3/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077866	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Asekomhe,Umoru	6/3/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077867	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jackson,Ebony S	6/17/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077868	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Mshimba,John	6/17/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077869	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Washington,Christopher M	8/26/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00077870	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Etubom,Dominic S	6/17/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077871	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Palle,Dangustard E	6/17/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077872	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Haughton,Shaneika N	6/17/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00077873	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Latasha T	8/10/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00082270	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Falade,Ayodeji F.	3/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082271	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Gibbon,Antonette C	12/11/2006	9	6	66,864.00	19,724.88	1.0	Continuing	N
00082272	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER - LEAD	Stevenson,Joseph I	5/15/2006	9	8	70,188.00	20,705.46	1.0	Continuing	N
00082273	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Etienne-Tago,Tchamokouen	11/4/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082274	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ngwatancho,Ngoh David	11/4/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082275	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Bodunde,Akindede James	11/4/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082276	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hopper,Laronda M	11/16/2015	7	2	49,608.00	14,634.36	1.0	Continuing	N
00082278	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Washington,Duanita Angela	11/4/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082280	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Osasumwen,Joseph	11/18/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082282	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Caesar,Bertram Roy	11/4/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082283	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Jefferson,Jamar T	11/18/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082286	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adedeji,Abiola G	11/4/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N
00082287	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ofoegbu,Joseph	11/18/2013	8	3	56,207.00	16,581.07	1.0	Continuing	N

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Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00082342	FLO	2018	0100	3600	3605	Filled	CRIMINAL INVEST	White, Charles B	10/13/1988	12	6	81,260.00	23,971.70	1.0	Continuing	N
00082590	FLO	2018	0100	3600	3605	Filled	Lead Legal Instruments Examine	Portillo, Marbin A	5/26/2009	9	5	57,559.00	16,979.91	1.0	Continuing	N
00082622	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Omolewa, Johnson O.	3/24/2014	8	3	56,207.00	16,581.07	1.0	Continuing	N
00085673	FLO	2018	0100	3600	3605	Filled	Supervisory Chaplain	Whittaker, Samuel	6/15/2015	13	0	89,115.60	26,289.10	1.0	Continuing	N
00090909	FLO	2018	0600	3600	3605	Filled	Special Assistant	Rhem, Elaine	5/26/2009	12	1	70,345.00	20,751.78	1.0	Continuing	N
00090911	FLO	2018	0600	3600	3605	Filled	Monitoring Specialist	Lewis, Kimberlee R.	5/30/2017	9	1	47,185.00	13,919.58	1.0	Continuing	N
00090912	FLO	2018	0600	3600	3605	Filled	Monitoring Specialist	Walker, Antoinette	6/12/2017	9	1	47,185.00	13,919.58	1.0	Continuing	N
00090913	FLO	2018	0600	3600	3605	Filled	Locksmith	Barrett Jr., Donald L.	6/26/2017	9	4	55,390.40	16,340.17	1.0	Continuing	N
00090914	FLO	2018	0600	3600	3605	Filled	IT Specialist (Data Management	Peng, Shu	1/22/2018	13	3	93,279.00	27,517.31	1.0	Continuing	N
00090915	FLO	2018	0600	3600	3605	Filled	IT Spec (Application Software)	Andrews, Ponti Saint	6/7/2010	13	4	96,090.00	28,346.55	1.0	Continuing	N
00090920	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Okongo, Dan	10/3/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00090925	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Tucker, Antonio J.	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00090932	FLO	2018	0600	3600	3605	Filled	Policy Analyst	Samuels, Angela D	12/21/1998	12	1	70,345.00	20,751.78	1.0	Continuing	N
00090934	FLO	2018	0600	3600	3605	Filled	Paralegal Specialist	Mante Pearson, Dede A.	10/9/2012	12	1	76,082.00	22,444.19	1.0	Continuing	N
00090936	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Kromah, Cephas D	5/1/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00090941	FLO	2018	0600	3600	3605	Filled	Clerical Assistant	Johnson, Michelle	5/15/2017	7	1	42,250.00	12,463.75	1.0	Continuing	N
00090944	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Smith, Moses A	7/10/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00090945	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Cole, Shanisha E.	10/30/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00091055	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Corneh, Sylvester M.	11/28/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091059	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ayodele, Patience M	10/3/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091060	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Obiorah, Hyginus	10/17/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091061	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Holiday, Renald	10/3/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091064	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wilson, Dinah N	11/13/2007	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091066	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Qawyy, Daud	10/3/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091067	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Christian, Marc	10/17/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091068	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hernandez, Tia	10/3/2016	6	2	46,485.00	13,713.08	1.0	Continuing	N
00091070	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hakeem, Dawodu	12/26/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00091101	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Sackey, John	6/12/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00091116	FLO	2018	0600	3600	3605	Filled	Program Analyst	Lopes, Novella	4/4/2016	12	5	79,077.00	23,327.72	1.0	Continuing	N
00091152	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Serry, Alfred B	5/1/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00091163	FLO	2018	0600	3600	3605	Filled	SUPVY CORRECTIONAL OFFICER	Cain-Smith, Sharon	6/13/2005	13	0	95,000.00	28,025.00	1.0	Continuing	N

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Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00091165	FLO	2018	0600	3600	3605	Filled	Correctional Institution Admin	Miller,Deborah A	6/20/2011	13	0	96,589.00	28,493.76	1.0	Continuing	N
00091168	FLO	2018	0600	3600	3605	Filled	Correctional Institution Admin	Williams,Jacqueline E	11/22/2010	13	0	93,449.00	27,567.46	1.0	Continuing	N
00091169	FLO	2018	0600	3600	3605	Filled	SUPVY CORRECTIONAL OFFICER	Reid III,Namon	2/6/2017	13	0	95,000.00	28,025.00	1.0	Continuing	N
00091170	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	FORD,LEWIS A	11/14/2005	12	0	84,296.00	24,867.32	1.0	Continuing	N
00091171	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Bruce,Kevin	5/16/2016	12	0	78,133.94	23,049.51	1.0	Continuing	N
00091172	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Cobb,Antoine C	11/3/2014	12	0	81,841.00	24,143.10	1.0	Continuing	N
00091174	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Lyde Lancaster,Morena D	4/24/1994	12	0	80,748.91	23,820.93	1.0	Continuing	N
00091175	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Williams,Cornethia A	1/10/2005	12	0	84,296.65	24,867.51	1.0	Continuing	N
00091176	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Points,Aniceka	2/1/2017	11	0	68,000.00	20,060.00	1.0	Continuing	N
00091178	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Proisie,Isiac L	2/1/2017	11	0	68,000.00	20,060.00	1.0	Continuing	N
00091180	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Edwards,Markieta	2/1/2017	11	0	68,000.00	20,060.00	1.0	Continuing	N
00091181	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	McCain-Hines,Nicole	2/1/2017	11	0	68,000.00	20,060.00	1.0	Continuing	N
00091182	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Bruce,Tocarra T	2/1/2017	11	0	68,000.00	20,060.00	1.0	Continuing	N
00091183	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Allen,Telly S	5/23/2011	11	0	89,406.00	26,374.77	1.0	Continuing	N
00091186	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Strickland,Kiana	12/24/2007	11	0	70,188.00	20,705.46	1.0	Continuing	N
00091187	FLO	2018	0600	3600	3605	Filled	SUPV CORRECTIONAL OFFICER	Hagood,Daria L	2/1/2017	11	0	74,959.00	22,112.91	1.0	Continuing	N
00091191	FLO	2018	0600	3600	3605	Filled	Social Worker	DeYoung,Amy	7/24/2017	12	2	78,444.00	23,140.98	1.0	Continuing	N
00093852	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Johnson,Rodney J	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093853	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Nwankwo,Remigius O	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093855	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Oni,Kehinde	11/13/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093859	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Washington,Kevin M.	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093860	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Parrish,Paula	10/16/2017		0	45,284.00	13,358.78	1.0	Continuing	N
00093862	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Champion,Ebony R.	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093863	FLO	2018	0100	3600	3605	Filled	Maintenance Mechanic	Rahrovani,Payam	7/28/2014	9	5	57,137.60	16,855.59	1.0	Continuing	N
00093864	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ogungbemi,Musibau	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093865	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Akinsanya,Kehinde H	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093866	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Lawal,Abdullah	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093867	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Proctor,Shakema T	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093868	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Balogun,Olatunji	10/16/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093869	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Apena,Aliu A	10/30/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093870	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Williams Kaleem,Niles M.	10/2/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N

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Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00093871	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Sylla,Abdoul K.	10/30/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093872	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Olabode,Kehinde B.	10/30/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093873	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Manning,Nathalie L.	11/13/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093874	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	McEachin,Shakeerah S.	10/30/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093875	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Egurefa,Morrison	1/22/2018	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093876	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Hussain,Saifeldin	1/8/2018	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093877	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Solesi,Olumuyiwa	1/22/2018	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093878	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Crawford,Kendra D.	1/22/2018	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093926	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Eluwa,Obinnaya	12/11/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093927	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Kamara,Ishaccar	12/26/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093928	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Wynn,Palmatto T.	12/11/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093929	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adeyemi,Oluwaseun	12/26/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093933	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Meeks,Carl J.	11/27/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00093934	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ashubiojo,Azeez	11/27/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00094028	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Ademiluyi,Femi	11/27/2017	6	1	45,284.00	13,358.78	1.0	Continuing	N
00094030	FLO	2018	0100	3600	3605	Filled	Legal Instruments Examiner	Sarvis,Antonio M.	12/11/2017	6	4	42,115.00	12,423.93	1.0	Continuing	N
00071345	FLO	2018	0100	3600	3615	Filled	Monitoring Specialist	Braxton,Sophia	4/26/2010	9	8	57,741.00	17,033.60	1.0	Continuing	N
00071346	FLO	2018	0100	3600	3615	Filled	Monitoring Specialist	Borns,Tracey Lorraine	4/26/2010	9	8	57,741.00	17,033.60	1.0	Continuing	N
00071347	FLO	2018	0100	3600	3615	Filled	Monitoring Specialist	McClarry,Romeo	2/22/2016	9	10	60,757.00	17,923.32	1.0	Continuing	N
00071348	FLO	2018	0100	3600	3615	Filled	Monitoring Specialist	Bruce,Charlie	2/1/2017	9	2	48,693.00	14,364.44	1.0	Continuing	N
00071349	FLO	2018	0100	3600	3615	Filled	Monitoring Specialist	Thompson,Keith A	6/3/2013	9	5	53,217.00	15,699.02	1.0	Continuing	N
00071350	FLO	2018	0100	3600	3615	Filled	Monitoring Specialist	Williams,Kevin O	4/26/2010	9	7	56,233.00	16,588.74	1.0	Continuing	N
00000505	FLO	2018	0100	3600	3630	Filled	CORRECTIONAL OFFICER	Young,Davon	3/25/2013	8	4	57,712.00	17,025.04	1.0	Continuing	N
00010696	FLO	2018	0100	3600	3630	Filled	CORRECTIONAL OFFICER	Pearson,Unique Grace	5/31/2016	7	2	49,608.00	14,634.36	1.0	Continuing	N
00017346	FLO	2018	0100	3600	3630	Filled	COMPUTER OPERATOR	Morgan,Renee J	2/15/1982	6	10	56,279.00	16,602.31	1.0	Continuing	N
00018334	FLO	2018	0100	3600	3630	Filled	CORRECTIONAL OFFICER	Walker,Sharon R	2/21/1996	8	10	66,742.00	19,688.89	1.0	Continuing	N
00022723	FLO	2018	0100	3600	3630	Filled	CORRECTIONAL OFFICER - LEAD	Jones,Chastity A	11/14/2007	9	5	65,202.00	19,234.59	1.0	Continuing	N
00023224	FLO	2018	0100	3600	3630	Filled	CORRECTIONAL OFFICER	Stokes,Susan M	5/24/1989	8	10	66,742.00	19,688.89	1.0	Continuing	N
00029072	FLO	2018	0100	3600	3630	Filled	CORRECTIONAL PGM OFFICER	Shannon,Prechelle	12/5/2011	12	0	94,867.12	27,985.80	1.0	Continuing	N
00085681	FLO	2018	0700	2500	2520	Filled	Peer Program Assistant	Smith,Monica Y	5/1/2017	5	4	38,007.00	11,212.07	1.0	Temp	N
00001024	FLO	2018	0100	1100	1110	Filled	CLERICAL ASSISTANT	Palmer,Tyler	12/27/2016	7	1	42,250.00	12,463.75	1.0	Term	N

**Department of Corrections (FLO) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00010339	FLO	2018	0100	1100	1110	Filled	Management Liaison Specialist	Johnson Soares,Jacqueline	1/13/2014	12	7	83,443.00	24,615.69	1.0	Term	N
00023294	FLO	2018	0100	1100	1110	Filled	Program Analyst	Weaver,Eric	3/20/2017	12	4	76,894.00	22,683.73	1.0	Term	N
00034291	FLO	2018	0100	1100	1130	Filled	Management and Program Analyst	Mills,Maggie J.	2/1/2017	11	5	64,160.00	18,927.20	1.0	Term	N
00088653	FLO	2018	0100	1100	1130	Filled	Management and Program Analyst	Blackmon,Keena P.	6/26/2017	12	10	89,992.00	26,547.64	1.0	Term	N
00009759	FLO	2018	0100	1100	1160	Filled	Maintenance Mechanic	Singletary,Thaddeus	1/8/2018	9	4	55,390.40	16,340.17	1.0	Term	N
00016098	FLO	2018	0100	1100	1160	Filled	Teacher	McNeal,Vickie D	2/1/2017	11	1	56,852.00	16,771.34	1.0	Term	N
00019869	FLO	2018	0100	1100	1160	Filled	Clerical Assistant (OA)	King,Chatail L.	2/1/2017	5	1	34,413.00	10,151.84	1.0	Term	N
00004472	FLO	2018	0100	2500	2510	Filled	MAIL CLERK	Smith,Valerie T.	7/10/2017	5	4	38,007.00	11,212.07	1.0	Term	N
00023071	FLO	2018	0100	2500	2510	Filled	MAIL CLERK	Green,James A.	6/12/2017	5	4	38,007.00	11,212.07	1.0	Term	N
00011257	FLO	2018	0100	2500	2520	Filled	Program Analyst	Hollimon,Earl	10/30/2017	12	1	70,345.00	20,751.78	1.0	Term	N
00018202	FLO	2018	0100	2500	2520	Filled	Security Guard	Blakeney,Antonio	9/24/2012	5	5	36,247.00	10,692.87	1.0	Term	N
00026412	FLO	2018	0100	2500	2520	Filled	Correct. Prog Spec. (Juv Svcs)	Person,Kenneth	3/20/2017	12	1	70,345.00	20,751.78	1.0	Term	N
00026708	FLO	2018	0100	2500	2520	Filled	CLERICAL ASSISTANT	Mitchell,Janira	1/9/2017	7	1	42,250.00	12,463.75	1.0	Term	N
00035553	FLO	2018	0100	2500	2520	Filled	Teacher	Russell,Barbara A	2/1/2017	11	9	71,468.00	21,083.06	1.0	Term	N
00044229	FLO	2018	0100	2500	2520	Filled	Clerical Assistant	Baker,Joyce	4/3/2017	7	1	42,250.00	12,463.75	1.0	Term	N
00051427	FLO	2018	0100	2500	2530	Filled	Correctional Program Specialis	Whitfield,Amy	1/22/2018	11	10	73,295.00	21,622.03	1.0	Term	N
00010014	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Warren,Deborah L	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00012206	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Delonte X.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00015874	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Douglas,Patrice A.	2/1/2017	7	8	57,768.00	17,041.56	1.0	Term	N
00025717	FLO	2018	0100	3600	3605	Filled	Volunteer Services Assistant	Thalley,Sandra J	12/20/2010	7	5	48,122.00	14,195.99	1.0	Term	N
00026640	FLO	2018	0100	3600	3605	Filled	Teacher (Bilingual)	Velez,Venecia	1/23/2017	11	2	58,679.00	17,310.31	1.0	Term	N
00026850	FLO	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Carter,Bridgette	2/21/2017	6	7	52,490.00	15,484.55	1.0	Term	N
00042437	FLO	2018	0100	3600	3605	Filled	Legal Instruments Examiner	Allen,Nathaniel	12/7/2009	6	10	50,089.00	14,776.26	1.0	Term	N
00090910	FLO	2018	0600	3600	3605	Filled	Monitoring Specialist	Hampton,Hjordes N	2/1/2017	9	1	47,185.00	13,919.58	1.0	Term	N
00090916	FLO	2018	0600	3600	3605	Filled	Staff Assistant	Alston,William	10/13/2015	9	2	48,693.00	14,364.44	1.0	Term	N
00090919	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Allen,Lapreia T	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090921	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Mooring,Alexander	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090922	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Winston,Alexander	2/1/2017	6	5	50,088.00	14,775.96	1.0	Term	N
00090923	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Terry,Angela	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090924	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Glover,Antonia T	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090926	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL TREATMENT SPEC	Reid,Charlene	2/1/2017	9	1	53,879.00	15,894.31	1.0	Term	N

**Department of Corrections (FLO) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00090927	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Ugwu, Bernard N	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090928	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL TREATMENT SPEC	Kornegay, Kendra W	2/1/2017	9	1	53,879.00	15,894.31	1.0	Term	N
00090929	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL TREATMENT SPEC	Garrett, Wanda K	2/1/2017	11	8	77,804.00	22,952.18	1.0	Term	N
00090930	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL TREATMENT SPEC	Davis-Mayweather, Sybil E.	2/1/2017	9	6	62,584.00	18,462.28	1.0	Term	N
00090931	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL TREATMENT SPEC	Kenner, Gabrielle M.	2/1/2017	9	1	53,879.00	15,894.31	1.0	Term	N
00090933	FLO	2018	0600	3600	3605	Filled	TRAINING SPECIALIST	Wallace, Nicole A.	2/1/2017	12	1	70,345.00	20,751.78	1.0	Term	N
00090935	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Streeter, Brenda D	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090937	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Williams, Caroline G	2/21/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090938	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Sumpter, Brittany M.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090939	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Williams, Carlei F.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090940	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Chism, Carleithia T	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090942	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Alexander, Cassandra	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090943	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Jones, Katrina J	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090947	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Carson, Cherena L	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090948	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	McKelvin, Christine	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090949	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Madika, Christopher O	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090950	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Dike, Cletus O.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090951	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Sackar, Connie F	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090952	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Seegers, Crystal S	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090953	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Lee, Curtis A	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090954	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Murray Marrow, Cynthia	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090955	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Smith, Cynthia	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090956	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Robinson, Dalontae	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090957	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	King, Davin S.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090958	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Gainey, Deanna M	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090959	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Kenny, Edith	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090961	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Anyanwu, Emilia C	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090962	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Ejiofor, Emmanuel C	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090963	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Gaines, Erica	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090964	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Perry, Ethelene	2/1/2017	6	1	45,284.00	13,358.78	0.4	Term	N
00090965	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Etoundi, Etienne	2/1/2017	6	1	45,284.00	13,358.78	0.6	Term	N



**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00090966	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Eaglin,Florida A	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090967	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Randolph,Kenya Z	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090968	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Brown Jr.,Frank Henry	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090969	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Bell,Kelly R	2/21/2017	6	4	48,887.00	14,421.67	1.0	Term	N
00090970	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Neither,Gloria Ann	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090971	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Nwiakoro,Gogo F	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090972	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Bello,Hafez A	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090973	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Okoye,Helen	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090974	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Hayes,Joyce C	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090975	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Lawrence-Winkfield,Hughracia	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090977	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Inyang,Ibanga T	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090978	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Speight,Coretta N	2/1/2017	6	7	52,490.00	15,484.55	1.0	Term	N
00090979	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Brooks,Dyana	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090984	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Kennedy,Tyrone C.	2/1/2017	6	8	53,691.00	15,838.85	1.0	Term	N
00090987	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Christa R	2/1/2017	6	4	48,887.00	14,421.67	1.0	Term	N
00090988	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Kouyate,Issa	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090991	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Lancaster,Chantelle	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090994	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Nnawuba,Kenneth	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090996	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Tyler,Gail	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090997	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Harrell,Stephanie	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00090999	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	O'Larry,Jennifer	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091041	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Hewitt,Jacqueline J.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091043	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Singleton,Jaekia	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091044	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Brookins,Jarryd	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091045	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Decuir,Jeannine C.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091046	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Drummond,Terry M	2/1/2017	6	8	53,691.00	15,838.85	1.0	Term	N
00091047	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Campbell,Jeremy C.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091048	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	McKelson,Jermaine A.	2/1/2017	6	2	46,485.00	13,713.08	1.0	Term	N
00091049	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Woodson,Jerry	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091050	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Harris,Josef	2/1/2017	6	2	46,485.00	13,713.08	1.0	Term	N
00091051	FL0	2018	0600	3600	3605	Filled	FIRE PROTECTION SPEC	Warner,Tanikia K.	2/1/2017	10	2	61,252.00	18,069.34	1.0	Term	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**



Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00091054	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	McDade,Honre D	2/21/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091056	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Burgess,Kendra J	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091057	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Adams,Kenneth R	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091058	FL0	2018	0100	3600	3605	Filled	Clerical Assistant	Thomas,Bliss	4/3/2017	7	1	42,250.00	12,463.75	1.0	Term	N
00091062	FL0	2018	0100	3600	3605	Filled	Management Liaison Asst.	Ishmon,Phoenix	2/1/2017	8	9	53,833.00	15,880.74	1.0	Term	N
00091063	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Battle,Kenneth T.	2/1/2017	6	2	46,485.00	13,713.08	1.0	Term	N
00091065	FL0	2018	0100	3600	3605	Filled	MAIL CLERK	Lee,Ronald	12/27/2016	5	5	39,205.00	11,565.48	1.0	Term	N
00091069	FL0	2018	0100	3600	3605	Filled	CORRECTIONAL OFFICER	Muhlhahn,Kevin M	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091073	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Bushrod,Dana S.	2/1/2017	7	8	57,768.00	17,041.56	1.0	Term	N
00091074	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Palmer,Sheila	2/1/2017	7	8	57,768.00	17,041.56	1.0	Term	N
00091075	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Abdullah,Mahmoud	2/1/2017	8	7	62,227.00	18,356.97	1.0	Term	N
00091076	FL0	2018	0600	3600	3605	Filled	Clerical Assistant	Johnson,Acra	2/1/2017	7	6	49,590.00	14,629.05	1.0	Term	N
00091077	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Vaughan,Rochelle	2/1/2017	8	8	63,732.00	18,800.94	1.0	Term	N
00091078	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Barnes,Sherrrie C	2/21/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091079	FL0	2018	0600	3600	3605	Filled	Chaplain	Allen,Jimmie	2/1/2017	11	1	56,852.00	16,771.34	1.0	Term	N
00091080	FL0	2018	0600	3600	3605	Filled	Teacher	Deterville,Doreen H	2/1/2017	11	1	56,852.00	16,771.34	1.0	Term	N
00091088	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Campbell,Artonga Denise	2/1/2017	6	4	48,887.00	14,421.67	1.0	Term	N
00091089	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Richardson,Karen	2/6/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091090	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Cabbagestalk,Ebony Y	2/1/2017	6	4	48,887.00	14,421.67	1.0	Term	N
00091091	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Allen,Julius D	2/1/2017	6	2	46,485.00	13,713.08	1.0	Term	N
00091092	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Batts,Doreen C	2/1/2017	6	3	47,686.00	14,067.37	1.0	Term	N
00091093	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Minor,Troy	2/1/2017	6	4	48,887.00	14,421.67	1.0	Term	N
00091094	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Vega,Isabel M.	2/1/2017	6	5	50,088.00	14,775.96	1.0	Term	N
00091095	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Rhonda	2/1/2017	8	10	66,742.00	19,688.89	1.0	Term	N
00091096	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Parker,Sharon	2/1/2017	6	5	50,088.00	14,775.96	1.0	Term	N
00091097	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Lindsay,Tarone L.	2/1/2017	6	5	50,088.00	14,775.96	1.0	Term	N
00091098	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Gillis,Bridgette M.	2/1/2017	6	6	51,289.00	15,130.26	1.0	Term	N
00091099	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Colombo,David P	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091100	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	WARDRICK,CRYSTAL P	2/1/2017	6	6	51,289.00	15,130.26	1.0	Term	N
00091102	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Summers,Gina L	2/1/2017	6	6	51,289.00	15,130.26	1.0	Term	N
00091103	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Lee,Jewell M.	2/1/2017	6	6	51,289.00	15,130.26	1.0	Term	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00091104	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Kimberly D	2/1/2017	6	6	51,289.00	15,130.26	1.0	Term	N
00091105	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Saunders,Lamar J.	2/1/2017	6	6	51,289.00	15,130.26	1.0	Term	N
00091106	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Ferrell,Earl J	2/1/2017	6	7	52,490.00	15,484.55	1.0	Term	N
00091107	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Musgrove,Tracy	2/1/2017	7	8	57,768.00	17,041.56	1.0	Term	N
00091108	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Murray,Brandi N	2/1/2017	6	9	54,892.00	16,193.14	1.0	Term	N
00091109	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	LaNear,Brenda G.	2/1/2017	6	9	54,892.00	16,193.14	1.0	Term	N
00091110	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Aquaowo,Okon S	2/1/2017	6	10	56,093.00	16,547.44	1.0	Term	N
00091111	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Mayes,Ruby	2/1/2017	6	10	56,093.00	16,547.44	1.0	Term	N
00091112	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Pittman,LaPorchia	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091113	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Bess,Lavern	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091115	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Johnson,Lawrence	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091117	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Pryor,Madeline	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091118	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Ford,Marcus T.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091119	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Duvall,Margaret T	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091120	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Marquetta D	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091121	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Phillips,Mercedys L	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091122	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Ferguson,Erica P.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091123	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Workman,Nicole S	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091124	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Fisher,Nicole Y	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091125	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Hubbard,Nikita M	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091126	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Oluwatuyi,Olabode	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091127	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Claiborne,Patrice	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091128	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Taylor,Paula M	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091129	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Greene,Petra L	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091130	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Lyons,Priscilla	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091131	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Williams,Qiana	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091132	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Adeyinka,Abiodun H	2/21/2017		0	45,284.00	13,358.78	1.0	Term	N
00091133	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Kirby,Rochelle D.	2/1/2017	6	2	46,485.00	13,713.08	1.0	Term	N
00091134	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Gorham,Ronald	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091135	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Odo,Ruben	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00091136	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Wells,Samuel J.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091137	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Bangura,Santos	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091138	FL0	2018	0600	3600	3605	Filled	Maintenance Worker	Cabbagestalk,Tyrone	2/1/2017	7	6	53,060.80	15,652.94	1.0	Term	N
00091139	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Sitou,Sefiratou A	2/1/2017	6	2	46,485.00	13,713.08	1.0	Term	N
00091140	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Jones,Shakerra	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091141	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Hill,Shamika	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091142	FL0	2018	0600	3600	3605	Filled	Electrician Foreman	Holmes,Jay D.	2/1/2017	10	10	72,924.80	21,512.82	1.0	Term	N
00091143	FL0	2018	0600	3600	3605	Filled	Electrician Foreman	Beverly,Albert L.	2/1/2017	10	10	72,924.80	21,512.82	1.0	Term	N
00091144	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Swinson,Shannon A.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091145	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Patterson,Sharmaine P	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091146	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Keys,Ivy C	2/21/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091147	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Roberts,Stacey	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091148	FL0	2018	0600	3600	3605	Filled	Plumber/Pipefitter Foreman	Gladman,Darrin	2/1/2017	10	0	67,184.00	19,819.28	1.0	Term	N
00091149	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Phelps,Stacey Ann	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091150	FL0	2018	0600	3600	3605	Filled	Clerical Assistant	Davis,Myles	6/26/2017	7	1	42,250.00	12,463.75	1.0	Term	N
00091151	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Staley,Tammy	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091153	FL0	2018	0600	3600	3605	Filled	Contract Administrator	Shah,Famedia	4/3/2017	12	4	76,894.00	22,683.73	1.0	Term	N
00091154	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Coleman,Tenika C	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091155	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Brown,Theresa	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091157	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Gibson,Tina T.	2/1/2017	6	2	46,485.00	13,713.08	1.0	Term	N
00091158	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Roberts,Vernon E	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091159	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Love,Verro	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091160	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Amaefule,Victor U	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091161	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Anane,William	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091164	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Potter,William J	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091166	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Chioma,Innocent	2/1/2017	6	7	52,490.00	15,484.55	1.0	Term	N
00091167	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Kitt,Carl L	2/1/2017	6	8	53,691.00	15,838.85	1.0	Term	N
00091185	FL0	2018	0600	3600	3605	Filled	Teacher	Culver,Stephanie R	2/1/2017	11	3	60,506.00	17,849.27	1.0	Term	N
00091190	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Pryor,Gloria	2/1/2017	6	8	53,691.00	15,838.85	1.0	Term	N
00091192	FL0	2018	0600	3600	3605	Filled	Teacher	Butler,Patricia Lady	2/1/2017	11	5	64,160.00	18,927.20	1.0	Term	N
00091196	FL0	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Best,Judy S.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N

**Department of Corrections (FL0) FY 2018 Schedule A -Filled Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00091197	FLO	2018	0600	3600	3605	Filled	Teacher	Wilder,Beverly R	2/1/2017	11	3	60,506.00	17,849.27	1.0	Term	N
00091198	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Hauser,Paul	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091199	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Goins,Joseph	2/1/2017	6	8	53,691.00	15,838.85	1.0	Term	N
00091200	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Marcus-El,Marie	2/1/2017	6	8	53,691.00	15,838.85	1.0	Term	N
00091201	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Jeffries,Karen N	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091202	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Jones,Marcus J	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091203	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Sitou,Kabirou	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091204	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Nebo,Nyanti	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091205	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Osunwekomi,Abike	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091207	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Rice,Alex	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091208	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Smith,Shaneka A	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091209	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Walker,Thomasina A	2/21/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00091211	FLO	2018	0600	3600	3605	Filled	CORRECTIONAL OFFICER	Stephens,Renee B.	2/1/2017	6	1	45,284.00	13,358.78	1.0	Term	N
00093895	FLO	2018	0100	3600	3605	Filled	Staff Assistant	Smith,Jacqueline B	2/1/2017	11	4	62,333.00	18,388.24	1.0	Term	N
00093930	FLO	2018	0100	3600	3605	Filled	MATERIALS HANDLER	Wimbish,Tony	12/11/2017	4	6	44,012.80	12,983.78	1.0	Term	N
00093931	FLO	2018	0100	3600	3605	Filled	MATERIALS HANDLER	Garnett,Antonio M	12/18/2017	4	6	44,012.80	12,983.78	1.0	Term	N
00093932	FLO	2018	0100	3600	3605	Filled	MATERIALS HANDLER	Jones,Henry L.	12/11/2017	4	10	49,171.20	14,505.50	1.0	Term	N
00006259	FLO	2018	0100	3600	3630	Filled	CORRECTIONAL OFFICER - LEAD	Battle,Julian D	4/5/2010	9	10	73,512.00	21,686.04	1.0	Term	N

**Department of Corrections (FL0) FY 2018 Schedule A -Vacant Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Projected Hiring Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00008246	FLO	2018	0100	1100	100F	Vacant	PAYROLL TECH		2/5/2018	7	1	42,251.00	12,464.05	1.0	Continuing	N
00020633	FLO	2018	0100	1100	100F	Vacant	SENIOR BUDGET ANALYST		2/5/2018	13	0	100,306.00	29,590.27	1.0	Continuing	N
00091052	FLO	2018	0100	1100	100F	Vacant	Victim Advocate		2/5/2018	12	0	70,345.00	20,751.78	1.0	Continuing	N
00008406	FLO	2018	0100	1100	1110	Vacant	Attorney Advisor		2/5/2018	12	1	81,246.00	23,967.57	1.0	Continuing	N
00015549	FLO	2018	0100	1100	1110	Vacant	OPERATIONS RESEARCH ANALYST		3/5/2018	14	0	95,791.00	28,258.35	1.0	Continuing	N
00045799	FLO	2018	0100	1100	1110	Vacant	Correctional Treatment Spec (R		2/5/2018	12	0	75,620.00	22,307.90	1.0	Continuing	N
00090638	FLO	2018	0100	1100	1110	Vacant	Legislative Analyst		2/5/2018	12	0	70,345.00	20,751.78	1.0	Continuing	N
00042466	FLO	2018	0100	1100	1120	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00007361	FLO	2018	0100	1100	1130	Vacant	Supv Criminal Investigator (IA		2/19/2018	13	0	103,992.00	30,677.64	1.0	Continuing	N
00010436	FLO	2018	0100	1100	1130	Vacant	Correct Prog Spec (PREA Coord)		2/19/2018	13	0	81,050.00	23,909.75	1.0	Continuing	N
00022113	FLO	2018	0100	1100	1130	Vacant	SUPV CRIMINAL INVEST		2/19/2018	13	0	103,992.00	30,677.64	1.0	Continuing	N
00007327	FLO	2018	0100	1100	1150	Vacant	Fleet Program Manager		2/19/2018	12	0	90,428.00	26,676.26	1.0	Continuing	N
00001790	FLO	2018	0100	1100	1160	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00087487	FLO	2018	0100	1100	1160	Vacant	Supervisory Equal Opportunity		3/5/2018	14	0	95,791.00	28,258.35	1.0	Continuing	N
00007280	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00024140	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL OFFICER		2/19/2018	7	0	48,248.00	14,233.16	1.0	Continuing	N
00026265	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00026334	FLO	2018	0100	2500	2520	Vacant	Security Guard		2/19/2018	5	1	31,823.00	9,387.79	1.0	Continuing	N
00038316	FLO	2018	0100	2500	2520	Vacant	Educ. Program Administrator		2/5/2018	13	1	103,992.00	30,677.64	1.0	Continuing	N
00042453	FLO	2018	0100	2500	2520	Vacant	Correctional Treatment Spec (R		2/5/2018	12	0	75,620.00	22,307.90	1.0	Continuing	N
00042477	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00046342	FLO	2018	0100	2500	2520	Vacant	Program Analyst		2/5/2018	12	0	70,345.00	20,751.78	1.0	Continuing	N
00085829	FLO	2018	0100	2500	2520	Vacant	Chaplain		3/5/2018	11	0	56,852.00	16,771.34	1.0	Continuing	N
00093857	FLO	2018	0100	2500	2520	Vacant	Clerical Assistant		3/5/2018	7	0	42,250.00	12,463.75	1.0	Continuing	N
00093887	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00093888	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00093889	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00093890	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00093911	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093913	FLO	2018	0100	2500	2520	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00007469	FLO	2018	0100	2500	2530	Vacant	CORRECTIONAL OFFICER		2/19/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N

**Department of Corrections (FLO) FY 2018 Schedule A -Vacant Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Projected Hiring Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00085226	FLO	2018	0100	2500	2530	Vacant	Staff Assistant		2/19/2018	11	0	56,852.00	16,771.34	1.0	Continuing	N
00002390	FLO	2018	0100	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	12	0	90,428.00	26,676.26	1.0	Continuing	N
00004724	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00007068	FLO	2018	0100	3600	3605	Vacant	Social Worker		2/5/2018	12	0	76,082.00	22,444.19	1.0	Continuing	N
00007608	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00007903	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00008949	FLO	2018	0100	3600	3605	Vacant	SUPVY CORRECTIONAL OFFICER		2/19/2018	13	0	103,992.00	30,677.64	1.0	Continuing	N
00009133	FLO	2018	0100	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/19/2018	12	1	76,082.00	22,444.19	1.0	Continuing	N
00009485	FLO	2018	0100	3600	3605	Vacant	Teacher		2/19/2018	11	0	56,852.00	16,771.34	1.0	Continuing	N
00009594	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	0	53,197.00	15,693.12	1.0	Continuing	N
00009598	FLO	2018	0100	3600	3605	Vacant	Teacher		2/19/2018	11	0	56,852.00	16,771.34	1.0	Continuing	N
00009758	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00010200	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00010330	FLO	2018	0100	3600	3605	Vacant	Maintenance Mechanic		2/19/2018	9	0	50,148.80	14,793.90	1.0	Continuing	N
00010523	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00011381	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00011650	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	0	53,197.00	15,693.12	1.0	Continuing	N
00012250	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	7	0	48,248.00	14,233.16	1.0	Continuing	N
00014059	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00022021	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00026395	FLO	2018	0100	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	11	0	76,634.00	22,607.03	1.0	Continuing	N
00033468	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	0	53,197.00	15,693.12	1.0	Continuing	N
00034289	FLO	2018	0100	3600	3605	Vacant	SUPVY CORRECTIONAL OFFICER		2/19/2018	13	0	103,992.00	30,677.64	1.0	Continuing	N
00042656	FLO	2018	0100	3600	3605	Vacant	SUPVY CORRECTIONAL OFFICER		2/19/2018	13	0	103,992.00	30,677.64	1.0	Continuing	N
00045586	FLO	2018	0100	3600	3605	Vacant	CLERICAL ASSISTANT		2/19/2018	6	0	38,128.00	11,247.76	1.0	Continuing	N
00045589	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	8	0	53,197.00	15,693.12	1.0	Continuing	N
00077859	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	8	1	53,197.00	15,693.12	1.0	Continuing	N
00090946	FLO	2018	0600	3600	3605	Vacant	CORRECTIONAL OFFICER		2/19/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00091173	FLO	2018	0600	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	12	0	90,428.00	26,676.26	1.0	Continuing	N
00091177	FLO	2018	0600	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	11	0	76,634.00	22,607.03	1.0	Continuing	N
00091179	FLO	2018	0600	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	11	0	76,634.00	22,607.03	1.0	Continuing	N
00091184	FLO	2018	0600	3600	3605	Vacant	Correct. Fac. Oper. Spec.		2/19/2018	12	0	70,345.00	20,751.78	1.0	Continuing	N

**Department of Corrections (FLO) FY 2018 Schedule A -Vacant Positions (as of 01/31/2018)**

Position Nbr	Agency Code	Fiscal Year	Fund	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Projected Hiring Date	Grade	Step	Salary	Fringe	FTE	Continuing/T emp/Term	Filled by Law Y/N
00091188	FLO	2018	0600	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	11	0	76,634.00	22,607.03	1.0	Continuing	N
00091189	FLO	2018	0600	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	11	0	76,634.00	22,607.03	1.0	Continuing	N
00091193	FLO	2018	0600	3600	3605	Vacant	Teacher		2/19/2018	11	0	56,852.00	16,771.34	1.0	Continuing	N
00091195	FLO	2018	0600	3600	3605	Vacant	Teacher		2/5/2018	11	0	56,852.00	16,771.34	1.0	Continuing	N
00091206	FLO	2018	0600	3600	3605	Vacant	SUPVY CORRECTIONAL OFFICER			13	0	103,992.00	30,677.64	1.0	Continuing	N
00093851	FLO	2018	0100	3600	3605	Vacant	Equal Opportunity Specialist		3/5/2018	12	0	70,345.00	20,751.78	1.0	Continuing	N
00093854	FLO	2018	0100	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	11	0	76,634.00	22,607.03	1.0	Continuing	N
00093856	FLO	2018	0100	3600	3605	Vacant	SUPV CORRECTIONAL OFFICER		2/5/2018	11	0	76,634.00	22,607.03	1.0	Continuing	N
00093861	FLO	2018	0100	3600	3605	Vacant	Maintenance Mechanic		2/5/2018	9	0	50,148.80	14,793.90	1.0	Continuing	N
00093879	FLO	2018	0100	3600	3605	Vacant	Correctional Treatment Spec (R		2/5/2018	12	0	75,620.00	22,307.90	1.0	Continuing	N
00093880	FLO	2018	0100	3600	3605	Vacant	Correctional Treatment Spec (R		2/5/2018	12	1	75,620.00	22,307.90	1.0	Continuing	N
00093881	FLO	2018	0100	3600	3605	Vacant	Correctional Treatment Spec (R		2/5/2018	12	1	75,620.00	22,307.90	1.0	Continuing	N
00093882	FLO	2018	0100	3600	3605	Vacant	Correctional Treatment Spec (R		2/5/2018	12	1	75,620.00	22,307.90	1.0	Continuing	N
00093883	FLO	2018	0100	3600	3605	Vacant	Correctional Treatment Spec (R		2/5/2018	12	1	75,620.00	22,307.90	1.0	Continuing	N
00093884	FLO	2018	0100	3600	3605	Vacant	Correctional Treatment Spec (R		2/5/2018	12	1	75,620.00	22,307.90	1.0	Continuing	N
00093885	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00093886	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL TREATMENT SPEC		2/5/2018	9	0	53,879.00	15,894.31	1.0	Continuing	N
00093891	FLO	2018	0100	3600	3605	Vacant	Social Worker		2/5/2018	12	0	76,082.00	22,444.19	1.0	Continuing	N
00093892	FLO	2018	0100	3600	3605	Vacant	Social Worker		2/5/2018	12	0	76,082.00	22,444.19	1.0	Continuing	N
00093893	FLO	2018	0100	3600	3605	Vacant	Social Worker		2/5/2018	12	0	76,082.00	22,444.19	1.0	Continuing	N
00093897	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093899	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093900	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		2/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093901	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093902	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093903	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093904	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093907	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093909	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093912	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		3/5/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093914	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093915	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093916	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093917	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093918	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093919	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093920	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093921	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093922	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		4/2/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093923	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		5/14/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093924	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		5/14/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00093925	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		5/14/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00094029	FLO	2018	0100	3600	3605	Vacant	CORRECTIONAL OFFICER		7/9/2018	6	0	45,284.00	13,358.78	1.0	Continuing	N
00085680	FLO	2018	0700	2500	2520	Vacant	Peer Program Assistant		2/5/2018	5	0	34,413.00	10,151.84	1.0	Temp	N
00091162	FLO	2018	0600	3600	3605	Vacant	CORRECTIONAL INSTITUTION ADMINISTRATOR		2/19/2018	12	1	119,591.00	35,279.35	1.0	Continuing	N
TOTAL												\$ 77,973,471.11	\$ 23,002,173.98	1,241.00		



- 3. Please list all employees detailed to or from your agency. 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.**

DOC does not have any employees detailed out at this time.

- 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 FY17 and FY18, to date:**

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2024650807	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Director	Director	Quincy Booth
2027026766	Wireless Device - Data Service Only Tablet	Office of the Director	Director	Quincy Booth
2023410598	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Director	Executive Assistant	Sallie Thomas
2025773048	Wireless Phone/Device (Voice and/or Data) Wireless Air-Card	Office of the Director	Executive Assistant	Sallie Thomas
2024310994	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Director	Portal of Entry Program Manager	Jemea Goso
2024458426	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Director	Special Assistant to the Director	Zachary Weaver
2026154459	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the General Counsel	General Counsel	Maria Amato
2025382389	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the General Counsel	FOIA Officer	Segun Obebe
2022868736	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the General Counsel	Assistant General Counsel	Todd Smith
2022978682	Wireless Device - Data Service Only Tablet	Agency Fiscal Office	Agency Fiscal Officer	Antoinette Hudson- Beckham
2022771157	Wireless Phone/Device (Voice and/or Data) Cellular	Agency Fiscal Office	Agency Fiscal Officer	Antoinette Hudson- Beckham

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2022139230	Wireless Phone/Device (Voice and/or Data) Cellular	Agency Fiscal Office	Agency Budget Officer	Eboni Temple
2022979201	Wireless Device - Data Service Only Tablet	Office of Strategic Communications	Director of Strategic Communications	Denise Tolliver
2027108794	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Strategic Communications	Director of Strategic Communications	Denise Tolliver
2027108070	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Strategic Communications	Public Information Officer	Keena Blackmon
2022155591	Wireless Device - Data Service Only Tablet	Office of Strategic Communications	Public Information Officer	Keena Blackmon
2024385616	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Strategic Communications	Public Affairs Specialist	Tamika Gittens
2027160020	Wireless Device - Data Service Only Tablet	Office of Strategic Communications	Public Affairs Specialist	Tamika Gittens
2028127107	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Chief of Office of Investigative Services	Ben Collins
2022625042	Wireless Phone/Device (Voice and/or Data) Wireless Air-Card	Office of Investigative Services	Criminal Investigator	Darnell Dupar
2028215134	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Criminal Investigator	Darnell Dupar
2024384959	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Criminal Investigator	Gary Foreman
2026586469	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Criminal Investigator	Charles White
2024382979	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Criminal Investigator	James Williams

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2027108875	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Investigator	Joseph H. Hill
2023452727	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Investigator	Jimmy Hobbs
2023309801	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	Investigator	Cynthia Williams
2022852842	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Investigative Services	PREA Coordinator	Cicily Harrington
2027163174	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Deputy Director for Administration	Deputy Director for Administration	Gitana Stewart-Ponder
2027100910	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Directors	Staff Assistant	Elaine Rhem
2022978244	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Deputy Director for Administration	Special Assistant to the Deputy Director for Administration	Gizele Ponder
2025790153	Wireless Phone/Device (Voice and/or Data) Tablet	Office of Deputy Director for Administration	Special Assistant to the Deputy Director for Administration	Gizele Ponder
2028264931	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Contracts Administration	Chief of Contracts Administration	Trina Byrd
2027108112	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Contracts Administration	Contract Administrator	Michelle Davenport
2022790833	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Contracts Administration	Contract Administrator	Kashonda Johnson- Dunklin
2028127199	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Contracts Administration	Contract Administrator	Fameda Shah

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2022076571	Wireless Phone/Device (Voice and/or Data) Cellular	Facilities Maintenance	Facility Manager	Bobby Lacy
2025383562	Wireless Phone/Device (Voice and/or Data) Cellular	Facilities Maintenance	Correctional Facilities Operations Specialist	Jacqueline Smith
2027108852	Wireless Phone/Device (Voice and/or Data) Cellular	Facilities Maintenance	Electrician	Kevin Hammond
2023062924	Wireless Phone/Device (Voice and/or Data) Cellular	Facilities Maintenance	AC Equipment Foreman	Walter Johnson
2022769031	Wireless Phone/Device (Voice and/or Data) Cellular	Facilities Maintenance	Plumber	Mallie Wiggins
2025797303	Wireless Phone/Device (Voice and/or Data) Cellular	Federal Billing	Chief of Federal Billing	Michael Phetphongsy
2025946298	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Health Services Administration	Medical Director	Beth Mynett
2022942849	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Health Services Administration	Health Specialist	Elton Jones
2027107966	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Health Services Administration	Nurse Consultant	Devora Jones
2025382393	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Health Services Administration	Nurse Consultant	Judy Poole
2024412613	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Human Resource Management	Acting Chief of Human Resource Management	Denise Shell
2026573770	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Human Resource Management	Labor Relations Specialist	Paulette Johnson
2027107961	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Human Resource Management	Agency FMLA Coordinator	Rosetta Taylor-Jone

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2022571009	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Human Resource Management	Agency MEDAT Coordinator	Debra Washington
2023693665	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Chief of Information Technology	Baron Hsu
2024170906	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Senior Network Engineer	Rajiv Rehani
2022471534	Wireless Phone/Device (Voice and/or Data) Wireless Air-Card	Office of Information Technology	Senior Network Engineer	Rajiv Rehani
2024317803	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Information Technology Specialist	Xusheng Wang
2022883165	Wireless Phone/Device (Voice and/or Data) Wireless Air-Card	Office of Information Technology	Database Administrator	Karen Mccloskey
2022470720	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Database Administrator	Karen Mccloskey
2023943640	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Systems Administrator	Manish Mittal
2022768992	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Network Engineer	Michel Ramirez
2024456240	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Information Technology Specialist	Tasheanna Harris
2023946653	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Information Technology Specialist	Nigel Robinson
2024364627	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Information Technology Specialist	Bryan Shaw

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2023945233	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Information Technology Specialist	Larry Ware
2022039210	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2022579430	Wireless Phone/Device (Voice and/or Data) Wireless Air-Card	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2024456020	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2027101245	Wireless Device - WiFi Only Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2027104959	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2027462928	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2028025093	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2026586473	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2029035956	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2025604829	Wireless Device - Data Service Only Wireless Air- Card	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2025946774	Wireless Phone/Device (Voice and/or Data) Tablet	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews
2025947951	Wireless Phone/Device (Voice and/or Data) Tablet	Office of Information Technology	Agency Telephone Coordinator	Ponti Andrews



ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2022868495	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Procurement	Agency Contracting Officer	Keia Brooks
2023414905	Wireless Phone/Device (Voice and/or Data) Cellular	Risk Management	Risk Manager	Edson Ogunshakin
2025319543	Wireless Phone/Device (Voice and/or Data) Cellular	Support Services	Chief of Support Services (Fleet Management and Warehouse Operations)	George Lample
2027101254	Wireless Phone/Device (Voice and/or Data) Wireless Air-Card	Support Services	Chief of Support Services (Fleet Management and Warehouse Operations)	George Lample
2029073380	Wireless Phone/Device (Voice and/or Data) Cellular	Support Services	Chief of Support Services (Fleet Management and Warehouse Operations)	George Lample
2023511094	Wireless Device - Data Service Only Tablet	Office of the Deputy Director for Professional Development and Career and College Readiness	Deputy Director for Professional Development and Career and College Readiness	Amy Lopez
2027108334	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Professional Development and Career and College Readiness	Deputy Director for Professional Development and Career and College Readiness	Amy Lopez
2026415786	Wireless Phone/Device (Voice and/or Data) Cellular	Training	Training Administrator	Ricardo Gradillas
2025380507	Wireless Phone/Device (Voice and/or Data) Cellular	Training	Training Manager	Sherris Mundell
2022132932	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Programs and Case Management	Deputy Director for Programs and Case Management	Latoya Lane

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2027025292	Wireless Phone/Device (Voice and/or Data) Tablet	Office of the Deputy Director for Programs and Case Management	Special Assistant to the Deputy Director for Programs and Case Management	Latoya Wesley
2027100925	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Programs and Case Management	Special Assistant to the Deputy Director for Programs and Case Management	Latoya Wesley
2027108745	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Programs and Case Management	Social Work Supervisor and Program Analyst	Clinique Chapman
2028264932	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Programs and Case Management	Inmate Grievance Coordinator	Desiree Townes
2022475370	Wireless Phone/Device (Voice and/or Data) Wireless Air-Card	Office of the Deputy Director for Programs and Case Management	Inmate Grievance Coordinator	Desiree Townes
2027107937	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Programs and Case Management	Deputy Warden for Programs and Case Management	Michele Jones
2027108820	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	Program Analyst, Young Adult Program	Earl Hollimon
2024454011	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	CDF Programs Administrator	Deborah Miller
2025382396	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	CDF Chief Case Manager	Capucine Carrington

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2029073369	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	Inmate Records Office Administrator	Jeanette Myrick
2022576356	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	Inmate Records Office Administrator	Jeanette Myrick
2025498624	Wireless Phone/Device (Voice and/or Data) Cellular	Inmate Records Office	Support Specialist	Paige Ireland
2022884604	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Programs and Case Management	Chief of Volunteer and Religious Programs	Samuel Whittaker
2027108326	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Religious and Volunteer Services	Chaplain	Jimmie Allen
2025497811	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Religious and Volunteer Services	Religious Programs Coordinator	Betty Green
2028264937	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Religious and Volunteer Services	Volunteer Program Coordinator	Linda Greene
2024360478	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	CTF Programs Administrator	Jacqueline Williams
2022514852	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	CTF Chief Case Manager	Vera Lightner
2022476031	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	Juvenile Programs Officer	Kenneth Person
2024974721	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Warden for Programs and Case Management	Case Manager	Bridget Reavis-Tyler

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2022972776	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Operations	Deputy Director for Operations	Wanda Patten
2024386072	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Operations	Correctional Surveillance Center Supervisor	Lynnita Thomas
2024385526	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Deputy Director for Operations	Mail Clerk	Robert Allen
2027104903	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Community Corrections Administration	Community Corrections Administrator	Prechelle Shannon
2025319552	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Community Corrections Administration	Inmate Work Squad Supervisor	Julian Battle
2023743374	Wireless Phone/Device (Voice and/or Data) Tablet	Office of Community Corrections Administration	Legal Instrument Examiner	Jack Jones
2027100928	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Community Corrections Administration	Legal Instrument Examiner	Jack Jones
2023687792	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Community Corrections Administration	Sergeant	Chasity Jones
2024974711	Wireless Phone/Device (Voice and/or Data) Cellular	Office of Community Corrections Administration	Correctional Officer	Sharon Walker
2024454463	Wireless Phone/Device (Voice and/or Data) Cellular	Office of the Deputy Director for Operations	Warden	Lennard Johnson
2028215132	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Chief of Accreditation and Compliance	Gloria Robertson
2027107884	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Program Analyst	Antuinette Dethrow
2027108424	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Program Analyst	Novella Lopes

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2027104904	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Litigation Coordinator	Jennifer Postell
2028342243	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	CDF Deputy Warden	Charles Cave
2025319525	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Fire Protection Specialist	Tanikia Warner
2026418819	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Major	Sharon Cain-Smith
2025946998	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Major	Walter Coley
2024455046	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Major	Namon Reid
2026418819	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Major	Sharon Cain-Smith
2025311850	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Major	Nora Talley
2025947618	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Chief of CCB and Inmate Court Transportation Unit	Delonda Craig
2028345737	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	CCB and Inmate Court Transportation Unit Supervisor	Lewis Ford
2027462843	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Antoine Cobb
2027104957	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Buford Otis
2024366267	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Ellen Mcdonald-Haynes

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2024457853	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Eric Vinyard
2025316228	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Glinda Brown
2027104958	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Kevin Bruce
2027460132	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Marion Boyd
2024385274	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Maury Jones
2022134695	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Morena Lancaster
2025311365	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Mulet Dompierre
2027108404	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Scott Devine
2027100916	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Captain	Tocarra Bruce
2022137570	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	IRC Supervisor	Cornethia Williams
2024862657	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	IRC Supervisor	Joyce Tate
2027100873	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Chief of K9 Unit	Gregory Shumake
2025954678	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	K9 Officer	Herman Austin

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2024259620	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	K9 Officer	Marshall Day
2024559882	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Alvin A. Henry
2024210310	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Alvin Ford
2027108758	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Andrew Jagtiani
2025383717	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Aniceka Points
2023914514	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Anthony Brown
2025493234	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Daria Hagood
2027108754	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	David Becketts
2025311661	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Ejikeme Onukwubiri
2025312298	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Harrison Ekwonna
2024457425	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Heather Crawley
2024559278	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Henry Ndifor
2025499875	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Isiac Prosisie



ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2027108595	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Jacqueline White
2027104955	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Jesse Wilson
2027107978	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Karl White
2025496759	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Laretta Johnson
2024650751	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Lawrence Goodwin
2025314012	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Levi Ibeawuchi
2027107976	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Linwood E. Becton
2025497179	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Markieta Edwards
2025315824	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Nicole McCain-Hines
2024559079	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Ronald Adams
2027460477	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Sandra Griffin
2025498019	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Lieutenant	Telly Allen
2025497389	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Medical (Clinic) Transport Unit and Honor Guard Supervisor	Sheila Marr

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2027108715	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Crystal Stoddard
2024124281	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Dianna Brown
2028025339	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Dionne Makins
2023947555	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Eric Guess
2022309635	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Jannease Johnson
2023211504	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Joseph Alexander
2027108051	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Kiana Reid
2024454672	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Nathaniel Robinson
2029073208	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Sergeant	Nathaniel Robinson
2024384984	Wireless Phone/Device (Voice and/or Data) Cellular	Inmate Court Transportation Unit	Supervisor, Inmate Court Transportation Unit	Andre Cole
2022156207	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Carl Kitt
2022553545	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Charles White
2026586471	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Christopher Collier

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2024382859	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Daniel Lewis
2024385889	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	David Burrus
2024170490	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Davin Holland
2027107995	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Dwayne Taylor
2026586470	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Ebony Jackson
2024385218	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Eddy Miranda
2026586466	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Eric Folson
2026586474	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Fritz Fabien
2028025334	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Glennard Walker
2028264939	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Jamar Jefferson
2026586381	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Jovani Feliciano
2022155739	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Julius D. Allen
2027108009	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Landle Jones

ID	FUNCTION	CONTACT BUREAU	CONTACT ASSIGNMENT	CONTACT NAME
2026586476	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Lassana Kamara
2026586467	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Leonard Thomas
2023452074	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Mark Loftin
2022366911	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Oliver Combs
2028025468	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Ralp George
2027108136	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Rozan Gillis
2027104954	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Tonya Rogers
2026586475	Wireless Phone/Device (Voice and/or Data) Cellular	Warden's Office	Correctional Officer	Walter Ward

**b. Please 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 FY17 and FY18 to date;**

The chart below is a record of vehicles used by DOC and each vehicle's assignment:

VEHICLE	TYPE	TAG	MAKE	YEAR	VIN#	ASSIGNED	INDIVIDUAL
1	Sedan	G11 1653P	Ford	2015	1FAHP2D80FG112877	Reeves	Director
2	Sedan	G10 2120P	Chevy	2014	1G11A5SL8EF289812	Reeves	Dep. Director
3	Sedan	G10 2119P	Chevy	2014	1G11A5SL1EF294432	300 Ind Ave	B. Collins
4	Wheel Chair Van	DC 10567	Ford	2013	NM0KS9CN1DT174286	Motor Pool	Loaner
5	Sedan	G10 5944M	Dodge	2013	1C3CDZAG3DN664596	DOC	Property
6	Secured Sedan	G112905L	Chevy	2013	2G1WD5E36D1248268	MHU	MHU
7	Sedan	G112906L	Chevy	2013	2G1WD5E33D1248650	Motor Pool	Loaner
8	Sedan	G10 5651M	Dodge	2012	1C3CDZAG9DN512225	Motor Pool	Loaner
9	S.U.V. 4X4	G62 5108P	Ford	2015	1FM5K8B89FGC28625	Reeves	Dep. Director
10	Cargo Van	DC 1464	Ford	1995	1FBJS31H3SHA93223	Motor Pool	Loaner
11	Sedan	G62 0842U	Ford	2017	1FM5K8B85HGC63682	DOC	Warden
12	Van 8 Passenger	G42 2240N	Chevy	2014	1GNSGBF43E1191917	Motor Pool	Loaner
13	Sedan	G10 4653P	Hyundai	2015	KMHEC4A42F138904	Motor Pool	Loaner
14	Sedan	G10 4225P	Hyundai	2015	KMHEC4A45F138900	CCB	CCB
15	Pick Up	G63 1656U	Chevy	2017	1GC1KUEG2HF191392	Landscape	Taylor
16	Van 15 Pass.	G43 3174K	Chevy	2010	1GA2GZDGXA1166661	MHU	MHU
17	S.U.V. 4X4	G62 1992M	Ford	2013	1FMJU1G58DEF41673	K-9	Austin
18	Wrecker	DC 7470	Ford	2002	1FDAF57F22EB80285	Motor Pool	Loaner
19	Secured Van	G43 2100S	Chevy	2016	1GCWGAFGXG1252505	Motor Pool	Loaner
20	Sedan	G10 4131P	Hyundai	2015	KMHEC4A44F133087	Mail Vehicle	Allen

VEHICLE	TYPE	TAG	MAKE	YEAR	VIN#	ASSIGNED	INDIVIDUAL
21	Secured Van	G43 0243N	Ford	2013	1FTNE1EW9DDA75157	MHU	MHU
22	Van 15 Pass.	G43 0246N	Chevy	2013	1GAZG1FA3D1163288	Motor Pool	Loaner
23	Pick Up	G63 2493R	Ford	2015	1FTBF2B65GEA67338	Motor Pool	Snow Plow
24	Van 7 Pass	G41 0045U	Dodge	2017	1C4RDGBG8HR736507	DOC	Property
25	Van 15 Pass.	G43 2935S	Chevy	2016	1GAZGPFF1G1295629	Work Squad	Battle
26	Van 15 Pass.	G43 0250N	Chevy	2013	1GAZG1FA0D1166231	Motor Pool	Loaner
27	Secured Van	G43 0831P	Chevy	2014	1GCWGGFFG3E1183036	MHU	MHU
28	Secured Van	G43 1637P	Chevy	2014	1GCWGGFFG4E1182557	MHU	MHU
29	Secured Van	G43 2461N	Ford	2014	1FTNE1EW4EDA67789	MHU	MHU
30	Secured Van	G43 3534L	Chevy	2012	1GCZGUCA2C1178666	Transport	Transport
31	Secured Van	G43 2464N	Ford	2014	1FTSS3EL5EDA67801	Transport	Transport
32	Van 15 Pass.	G43 2568G	Chevy	2008	1GAHG39K281216211	Motor Pool	Loaner
33	Sedan	G11 0513R	Dodge	2016	2C3CDXAG6GH257633	Reeves	Comm. Corr.
34	S.U.V. 4X4	G62 0086S	Ford	2015	1FMJU1GT8GEF43894	Work Squad	Battle
35	Cargo van (small)	G41 0743N	Dodge	2013	2C4JRGAG4DR725871	Motor Pool	Loaner
36	Secured Sedan	G11 0618R	Dodge	2016	2C3CDXAG8GH257634	Motor Pool	Loaner
37	Van 7 Pass	G41 0377U	Dodge	2017	2C4RDGBGXHR736508	Motor Pool	Loaner
38	Secured Van	G43 0535N	Ford	2013	1FTSS3EL0DDA81409	MHU	MHU
39	Pick Up 4x4	G63 0107U	Chevy	2017	1GC1KUEG9HF146210	Landscape	Goins
40	Secured SUV	G62 3684R	Ford	2016	1FM5K8AR4GGA20633	MHU	MHU
41	SUV 4X4	G62 5109P	Ford	2015	1FM5K8B80FGC28626	DOC	Perimeter
42	Secured SUV	G62 4330P	Ford	2015	1FM5K8AR1FGC29892	MHU	MHU

43	S.U.V. K-9	G62 1317R	Ford	2016	1FMJU1GT7FEF45537	K-9	Shumake
VEHICLE	TYPE	TAG	MAKE	YEAR	VIN#	ASSIGNED	INDIVIDUAL
45	S.U.V. K-9	G62 3829N	Ford	2014	1FMJU1G52EEF52704	K-9	Day
46	Pick Up 4x4	G63 0050M	Ford	2012	1FT7W2B69CEC26832	Motor Pool	Loaner
47	Box truck	DC 11036	Intl.	2016	1HTMMMMM3GH148782	Work Squad	Battle
48	Secured SUV	G62 2624S	Ford	2016	1FM5K8ARXHGA04700	Transport	Transport
49	Secured SUV	G62 3662S	Ford	2016	1FM5K8AR1HGA04701	Transport	Transport
50	Secured Van	G43 3541S	Ford	2016	1FTYR1ZM4GKB41947	CCB	CCB
51	Secured Van	G43 3542S	Ford	2016	1FTYR1ZM0GKB41945	CCB	CCB
52	Secured Van	G43 3549S	Ford	2016	1FTYR1ZM6GKB41948	Transport	Transport
53	Secured Van	G43 3550S	Ford	2016	1FTYR1ZM2GKB41946	Transport	Transport
54	Secured Van	G43 2924S	Ford	2016	1FTYR1ZM8GKB41949	Transport	Transport
55	Secured Wheel Chair Van	G31 0241S	Ford	2016	1FBZX2XM6GKB29208	Motor Pool	Loaner
56	Secured Wheel Chair Van	G31 0243S	Ford	2016	1FBZX2XM8GKB29209	Motor Pool	Loaner
A	Sedan	BJ8986	Chevy	2010	1G1ZD5E72AF170656	IA	B. Collins
C	Pick Up	BJ0565	Chevy	2009	3GCEC13C99G247549	IA	Dupar



Listed below are the eight (8) accidents that occurred in FY 2017 and FY 2018 (YTD as of January 29, 2018). Our plan to reduce accidents includes increasing awareness and accountability with drivers and performing routine hands-on inspections to ensure safe driving practices are followed.

Incident Date	Description of Accident	Vehicle #	Type of Vehicle	Justification
02-21-2017	Collision with civilian vehicle at a gas station.	2	Sedan	Reeves DOC Headquarters
04-15-2017	Hit on the left front by a civilian vehicle.	40	Inmate Transport SUV	Medical Holding Unit
05-02-2017	Hit on the left side by a civilian vehicle. *Impaired Driver*	29	Inmate Transport Van	Medical Holding Unit
05-18-2017	Hit on the right side by a civilian vehicle.	48	Inmate Transport SUV	Court Transportation
06-09-2017	Backed into a civilian vehicle.	46	Pick-up Truck	CTF Landscape
10-10-2017	Struck a parked civilian vehicle when entering a parking lot.	54	Inmate Transport Van	Court Transportation
12-24-2017	Hit on right side by civilian vehicle when parked and unoccupied.	11	SUV	DOC Warden
01-02-2018	Rear-ended a civilian vehicle. *Icy conditions in winter weather*	48	Inmate Transport SUV	Medical Holding Unit

In the event of an accident, we review the incidents and, when appropriate, we provide defensive driving classes for the staff involved.

**c. A list of travel expenses, arranged by employee for FY17 and FY18, to date, including justification for travel.**

Please see listed in the chart below DOC employee travel, date, and justification for FY17:

Agency	Fiscal Year	Employee	Employee Title	Travel Description	Actual Cost
FL0	2017	Ashiamah, Frederick	Correctional Officer	The American Correctional Association Professional Development - St. Louis, MO	\$ 1,237.46
FL0	2017	Booth, Quincy L.	Director, Department of Corrections	ASCA Director's Workshop - St. Louis, MO	\$ 1,023.89
FL0	2017	Chakraborty, Reena	Chief of Strategic Planning and Analysis	2017 National Center for Public Performance Conference - Boston, MA	\$ 988.29
FL0	2017	Hargrove, Sharon	Training Specialist	NRA Law Enforcement Handgun/Shotgun Instructor Certification - Upper Marlboro, MD	\$ 695.00
FL0	2017	Hudson-Beckham, Antoinette	Agency Fiscal Officer	2017 GFOA Annual Conference - Denver, CO	\$ 2,220.10
FL0	2017	Jones, Ervin	Training Specialist	NRA Law Enforcement Handgun/Shotgun Instructor Certification - Upper Marlboro, MD	\$ 695.00
FL0	2017	Martin, Tecora	Equal Employment Opportunity Specialist	EEOC's 20th Annual EXCEL Conference, Examining Conflicts in Employment Laws - Chicago, IL	\$ 3,018.65
FL0	2017	Otis, Buford	Captain	NRA Law Enforcement Handgun/Shotgun Instructor Certification - Upper Marlboro, MD	\$ 695.00
FL0	2017	Richards, Valerie	Operations Analyst	National Center for Public Performance Conference - Boston, MA	\$ 265.03
FL0	2017	Savage, Cortney	Training Specialist	NRA Law Enforcement Handgun/Shotgun Instructor Certification - Upper Marlboro, MD	\$ 695.00
FL0	2017	Temple, Eboni	Sr. Budget Analyst	2017 GFOA Annual Conference - Denver, CO	\$ 1,923.80
FL0	2017	Wallace, Nicole	Training Specialist	NRA Law Enforcement Handgun/Shotgun Instructor Certification - Upper Marlboro, MD	\$ 695.00

Travel for FY18, to date, has not yet been processed in the agency's system.

- d. *A list of total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.*

**D.C. Department of Corrections:  
Workers Compensation Payments FY 2017 - FY 2018, To Date**

Workers Compensation	Payment Type			
	Medical	Indemnity	Grand Total	Number of Employees
<b>Payments by Fiscal Year</b>				
2017	\$ 320,329.78	\$ 2,788,111.80	\$ 3,108,441.58	205
2018	\$ 28,853.53	\$ 887,884.47	\$ 916,738.00	129
<b>Grand Total</b>	<b>\$ 349,183.31</b>	<b>\$ 3,675,996.27</b>	<b>\$ 4,025,179.58</b>	

**5. For FY17 and FY18, to date, what was the total cost for mobile communications and devices, including equipment and service plans?**

DOC's total cost for mobile communications and devices are as follows:

- 2017 - \$121,218.74
- 2018 - \$9,100.00

**6. For FY17 and FY18, to date, please list all intra-District transfers to or from the agency**

Intra-District transfers from DOC to selling agencies in FY 2017 are tabulated below:

<b>Department of Corrections (FL0): FY2017 Intra-District Summary - Seller</b>			
<b>FY 2017 Intra-District Summary - BUYER</b>			
<b>SELLING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING SENT</b>	<b>FUNDING DUE</b>
Metropolitan Police Department (FA0)	Firearms Qualification Training/Blue Plains	35,000.00	35,000.00
Department of General Services (AM0)	Space Build - Out	29,258.31	29,258.31
Office of the State Superintendent of Education (GD0)	GED Testing	8,000.00	2,300.00
Office of United Communications (UC0)	Radio Maintenance/CTF radio purchase	991,580.00	991,580.00
Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs (AA0)	Employee training on LGBTQ community concerns and the utilization of government resources.	25,000.00	25,000.00
Fire and Emergency Medical Services (FB0)	PSJC Shared Services	21,000.00	21,000.00
Office of the Chief Technology Officer (TO0)	CTF phone service and network infrastructure installation	565,703.47	565,703.47
Office of the Chief Technology Officer (TO0)	Microsoft 365	105,377.00	105,377.00
DC-NET	RTS	170,000.00	154,595.00
Office of Finance and Treasury (AT0)	Armored Car Services	1,700.00	1,700.00
<b>TOTAL</b>		<b>\$ 1,952,618.78</b>	<b>\$ 1,931,513.78</b>

Intra-District transfers where DOC received funds in FY 2017 are tabulated below:

<b>Department of Corrections (FL0): FY2017 Intra-District Summary - Seller</b>			
<b>FY 2017 Intra-District Summary - SELLER</b>			
<b>BUYING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING RECEIVED</b>	<b>FUNDING OWED</b>
Office of Justice Grants Administration(FO0)	Residential Substance Abuse Treatment (RSAT)	36,792.00	36,417.00
Office of Justice Grants Administration(FO0)	Residential Substance Abuse Treatment (RSAT)	39,120.00	23,058.00
Office of Justice Grants Administration(FO0)	Prison Rape Elimination Act	79,507.00	18,870.00
Department of General Services (AM0)	DGS Inmate Work Squad	200,000.00	167,141.00
District Department of Transportation (KA0)	Emergency Snow Removal and Ice Control Services with Inmate Work Squads and Correctional Officer Supervision	28,000.00	897.00
<b>TOTAL</b>		<b>\$ 383,419.00</b>	<b>\$ 246,383.00</b>

Intra-District transfers from DOC to selling agencies in FY 2018 are tabulated below:

**Department of Corrections (FL0): FY2018 Intra-District Summary - Buyer**

<b>FY 2018 Intra-District Summary - BUYER</b>			
<b>SELLING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING SENT</b>	<b>FUNDING DUE</b>
Office of the State Superintendent of Education (GD0)	Administer the General Education Development (GED) exam	18,000.00	18,000.00
Office of the Chief Technology Officer (OCTO)	MicroSoft 365	107,008.00	107,008.00
Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs (AA0)	Employee training on LGBTQ community concerns and the utilization of government resources.	25,000.00	25,000.00
Fire and Emergency Medical Services (FB0)	PSJC Shared Services	25,000.00	25,000.00
Department of Employment Services (CF0)	Job Readiness Program	80,077.71	80,077.71
<b>TOTAL</b>		<b>\$ 255,085.71</b>	<b>\$ 255,085.71</b>

Intra-District transfers where DOC received funds in FY 2018 are tabulated below (as of 12/31/2017):

**Department of Corrections (FL0): FY2018 Intra-District Summary - Seller**

<b>FY 2018 Intra-District Summary - SELLER</b>			
<b>BUYING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>FUNDING RECEIVED</b>	<b>FUNDING OWED</b>
Department of General Services (AM0)	DGS Inmate Work Squad	200,000	200,000
<b>TOTAL</b>		<b>200,000</b>	<b>200,000</b>

7. For FY 17 and FY18, 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: (a) the revenue source name and code; (b) the source of funding; (c) a description of the program that generates the funds; (d) The amount of funds generated by each source or program; (e) expenditures of funds, including the purpose of each expenditure; and (f) The current fund balance.

Please see below the requested information on DOC's special purpose revenue funds in FY17 and FY18:

DEPARTMENT OF CORRECTIONS (FLO)		
SPECIAL PURPOSE REVENUE - USE OF FUND AND BALANCE		
CORRECTIONS TRUSTEE REIMBURSEMENT - 0600		
<b>DESCRIPTION OF FUNDS:</b> Non-lapsing fund that receives reimbursements from the Bureau of prison for inmates housed at the D.C. Jail.		
<b>PROGRAM DESCRIPTION:</b> This is a non-lapsing fund that reimburses the Department of Corrections (DOC) for the costs it incurs to house, care for, and transport inmates at the D.C. Jail who are the responsibility of the U.S. Bureau of Prisons.		
<b>SOURCE OF FUNDING:</b> Federal Government; U.S. Bureau of Prisons.		
<b>CURRENT FUND BALANCE:</b>		
	FY 2017	FY 2018 as of 12/31/2017
<b>Beginning Fund Balance:</b>	<b>2,071,724</b>	<b>1,734,220</b>
Revenue Collections	17,507,444	1,028,173
Less Expenditures (3500,3501):	17,844,948	5,056,124
<b>Ending Fund Balance:</b>	<b>\$1,734,220</b>	<b>-\$2,293,731</b>
<b>EXPLANATION OF EXPENDITURES:</b>		
CSG 0011 - Regular Pay (Continuing Full-time).	2,050,768	938,257
CSG 0012 Regular Pay (Other).	5,599,939	1,897,043
CSG 0013 - Additional Gross Pay (Sunday Pay, Shift Differential Pay, Terminal Leave Pay, Holiday Pay)	638,036	220,589
CSG 0014 - Fringe Benefits (Payroll taxes, Healthcare Costs, etc.).	2,063,313	785,824
CSG 0015 - Overtime Pay (Overtime costs for personnel).	820,545	849,978
CSG 0020 - Supplies and Materials (Toiletries, Bedding, Inmate Clothing, and Medical and Surgical supplies for inmates).	434,553	364,432
CSG 0041 - Contractual Services - Other (Housing costs for CTF inmates).	6,237,795	0
<b>TOTAL EXPENDITURES</b>	<b>\$17,844,948</b>	<b>\$5,056,124</b>

CONCESSION INCOME – 0601		
<b>DESCRIPTION OF FUNDS:</b> Non-lapsing, revolving fund that is used by inmates to purchase items for sale at the commissary.		
<b>PROGRAM DESCRIPTION:</b> This is a non-lapsing, revolving fund that is used to purchase items for sale at the commissary at the D.C. Jail. The Department of Corrections allows inmates to order items from the commissary on a weekly basis. Inmates purchase these items using money they have earned through work programs, obtained as gifts, or drawn from their accounts.		
<b>SOURCES OF FUNDS:</b> Inmates that purchase goods and the Fund may receive funds from appropriations, fees, gifts, donations, grants, and investments.		
<b>CURRENT FUND BALANCE:</b>		
	<b>FY 2017</b>	<b>FY 2018</b>
<b>Beginning Fund Balance:</b>	<b>0</b>	<b>0</b>
Revenue Collections	1,506,721	523,811
Less Expenditures (3500,3501):	1,506,721	323,898
<b>Ending Fund Balance:</b>	<b>\$0</b>	<b>\$199,914</b>
<b>EXPLANATION OF EXPENDITURES:</b>		
CSG 0020 - Supplies and Materials (Cost of goods that are purchased annually for inmate use and consumption)	1,506,721	323,898
<b>TOTAL EXPENDITURES</b>	<b>\$1,506,721</b>	<b>\$323,898</b>



WELFARE ACCOUNT – 0602		
<b>DESCRIPTION OF FUNDS:</b> Non-lapsing fund to provide goods and services that benefit inmates based on priorities set by a five-member Inmate Welfare Fund Committee comprised of Department of Corrections (DOC) officials.		
<b>PROGRAM DESCRIPTION:</b> This is a non-lapsing fund that was created to serve three purposes: (1) to stock the commissary of the D.C. Jail, (2) to repay an initial appropriation used to finance the Fund, and (3) to provide goods and services that benefit inmates and are more specialized items at the District's correctional facilities, based on priorities set by a five-member Inmate Welfare Fund Committee comprised of Department of Corrections (DOC) officials.		
<b>SOURCES OF FUNDS:</b> 9% on the commission of sales each month.		
<b>CURRENT FUND BALANCE:</b>		
	<b>FY 2017</b>	<b>FY 2018 as of 12/31/2017</b>
<b>Beginning Fund Balance:</b>	<b>721,282</b>	<b>751,722</b>
Revenue Collections	315,973	0
Less Expenditures (3500,3501):	285,533	28,325
<b>Ending Fund Balance:</b>	<b>\$751,722</b>	<b>\$723,397</b>
<b>EXPLANATION OF EXPENDITURES:</b>		
CSG 0020 - Supplies and Materials (Cost of office, educational, recreational, and inmate clothing supplies and materials).	89,544	0
CSG 0040 - Other Services and Charges (Professional services to facilitate hands-on, community services to returning citizens).	188,098	28,325
CSG 0041 - Contractual Services - Other	892	0
CSG 0070 - Equipment and Equipment Rental (cost of furniture, equipment and machinery and IT software).	7,000	0
<b>TOTAL EXPENDITURES</b>	<b>\$285,533</b>	<b>\$28,325</b>

CORRECTIONS REIMBURSEMENT - JUVENILES - 0605		
<b>DESCRIPTION OF FUNDS:</b> Non-lapsing fund that receives reimbursements from the Bureau of Prison for juvenile inmates housed at the D.C. Jail.		
<b>PROGRAM DESCRIPTION:</b> This is a non-lapsing fund that reimburses the Department of Corrections (DOC) for the costs it incurs to house, feed, and provide medical care to juveniles who are in the custody of the U.S. Bureau of Prisons. DOC houses BOP juvenile inmates at the D.C. jail's juvenile unit when sufficient space is available.		
<b>SOURCES OF FUNDS:</b> Federal Government; U.S. Bureau of Prisons.		
<b>CURRENT FUND BALANCE:</b>		
	<b>FY 2017</b>	<b>FY 2018 as of 12/31/2017</b>
<b>Beginning Fund Balance:</b>	<b>538,267</b>	<b>450,482</b>
Revenue Collections	211,182	0
Less Expenditures (3500,3501):	298,967	62,991
<b>Ending Fund Balance:</b>	<b>\$450,482</b>	<b>\$387,491</b>
<b>EXPLANATION OF EXPENDITURES:</b>		
CSG 0020 - Supplies and Materials (cost of toiletries, bedding, and clothing for juveniles).	0	9,266
CSG 0040 - Other Services and Charges (Professional services from forensic psychologist, community services to returning citizens, and vocational specialist).	191,993	53,725
CSG 0041 - Contractual Services - Other (Barbering training).	106,975	0
<b>TOTAL EXPENDITURES</b>	<b>\$298,967</b>	<b>\$62,991</b>

**8. For FY17 and FY18, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.**

Below are the purchases made on the DOC purchase card for FY2017:

<b>Fiscal Year</b>	<b>Account Holder</b>	<b>Monthly Limit</b>	<b>Daily Limit</b>	<b>Total Spent</b>
FY 2017	Michelle Baker	\$20,000.00	\$5,000.00	\$119,716.00
FY 2017	Gwendolyn Boyd	\$20,000.00	\$5,000.00	\$45,143.00
FY 2017	Genester Powell	\$20,000.00	\$5,000.00	\$194,410.00
FY 2017*	Genester Powell	\$20,000.00	\$5,000.00	\$29,392.00
FY 2017	Sallie Thomas	\$20,000.00	\$5,000.00	\$93,592.00
<b>Total Purchase Card Expenditure</b>				<b>\$482,253.00</b>

\*Genester Powell has two cards; one for operations and the other for the inmate welfare fund that is used to purchase items for inmates only.

Below are the purchases made on the DOC purchase card for FY2018, as of January 31, 2018:

<b>Fiscal Year</b>	<b>Account Holder</b>	<b>Monthly Limit</b>	<b>Daily Limit</b>	<b>Total Spent</b>
FY 2018	Michelle Baker	\$20,000.00	\$5,000.00	\$13,117.00
FY 2018	Gwendolyn Boyd	\$20,000.00	\$5,000.00	\$45,143.00
FY 2018	Genester Powell	\$20,000.00	\$5,000.00	\$11,592.00
FY 2018	Genester Powell	\$20,000.00	\$5,000.00	\$9,632.00
FY 2018	Sallie Thomas	\$20,000.00	\$5,000.00	\$17,815.00
<b>Total Purchase Card Expenditure</b>				<b>\$97,299.00</b>

For details on each expenditure, please see Attachment 2.

**9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY17 and FY18, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.**

Please find in the chart below DOC’s list of MOUs during FY17:

**Department of Corrections (FL0)**

<b>FY 2017 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY</b>				
<b>SELLING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>AMOUNT</b>	<b>Start Date</b>	<b>End Date</b>
Department of Behavioral Health (RM0)	Education and Training - Behavioral Health Related	8,160	10/1/2016	9/30/2017
Office of the Mayor (AA0)	LGBTQ Training Sessions with DOC	25,000	10/1/2016	9/30/2017
Metropolitan Police Department (FA0)	Firing Range Training	35,000	10/1/2016	9/30/2017
Fire and Emergency Medical Services (FB0)	Shared Service Center	21,000	10/1/2016	9/30/2017
Chief Technology Officer (TO0)	IT Professional Services	565,703	10/1/2016	9/30/2017
Chief Technology Officer (TO0)	OCTO - Microsoft 365	105,377	10/1/2016	9/30/2017
Office of the State Superintendent of Education (GD0)	Administration of GED Testing	19,000	10/1/2016	9/30/2017
Chief Technology Officer (TO0)	RTS	170,000	10/1/2016	9/30/2017
Office of the Chief Financial Officer (AT0)	Armored Car Service	1,700	10/1/2016	9/30/2017
Office of Unified Communications (UC0)	OCTO Services - Citywide Radio	991,581	10/1/2016	9/30/2017
<b>TOTAL</b>		<b>1,942,521</b>		

Please find in the chart below DOC's list of MOUs during FY18, to date:

**Department of Corrections (FL0)**

<b>FY 2018 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY</b>				
<b>SELLING AGENCY</b>	<b>DESCRIPTION OF SERVICES PROVIDED</b>	<b>AMOUNT</b>	<b>Start Date</b>	<b>End Date</b>
Office of the Mayor (AA0)	LGBTQ training sessions with DOC	25,000	10/1/2017	9/30/2018
Fire and Emergency Medical Services (FB0)	Shared service center	25,000	10/1/2017	9/30/2018
Chief Technology Officer (TO0)	OCTO- MS 365	107,008	10/1/2017	9/30/2018
Department of Employment Services (CFO)	DOES Job Readiness	80,078	10/1/2017	9/30/2018
Office of the State Superintendent of Education (GD0)	Administration of GED Testing	18,000	10/1/2017	9/30/2018
Office of Unified Communications (UC0)	OCTO Services - Citywide Radio	135,551	10/1/2017	9/30/2018
<b>TOTAL</b>		<b>390,637</b>		

**10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY17 and FY18, to date.**

DOC partners with DOH to provide HIV testing methods to our vendor, Unity Health Care. DOC also partners with the local DC non-profit District Yoga to provide yoga and mindfulness programming on several housing units, including the women's mental health unit, the men's step-down unit, and the work readiness unit. DOC also partners with DC DBH, allowing DBH mental health workers to link inmates who are preparing for release to DBH services in the community.

DOC also works in partnership with a number of public and private sector entities in carrying out its security and law enforcement support mission. This includes:

- Collaboration between the Office of Investigative Services (OIS) and MPD on PREA investigations. Such collaboration includes interviewing witnesses, targets, collecting evidence, and preparing/providing court testimony. Additional intelligence and information sharing occurs with MPD, DOJ, and other relevant agencies in order to ensure proper court proceedings.
- Collaboration with surrounding jurisdictions within the metropolitan area to arrange pick-up dates/times for turnover of fugitives from justice.
- Interfacing with FBOP in reference to custody level of designated felons, effective release, and projected release dates.
- Collaboration with the USMS in the State of Maryland (Greenbelt) in reference to assigning the appropriate custody levels for inmates housed in DCDOC.
- Collaboration with the U.S. Attorney's Office to coordinate pick-up and drop-off times for the Grand Jury.
- Collaboration with the USAO on writs, investigations, and criminal filings
- Serving as member of the Council of Governments Corrections Chiefs Committee on Inter-jurisdictional Information Sharing.
- Working with the American Correctional Association (ACA) on facility audits and accreditation.
- Working with the National Commission on Correctional Health Care (NCCHC) on accreditation of inmate medical services.
- Working with the Social Security Administration to provide information on the status of inmates that may be committing fraud by receiving annuities during incarceration.
- Collaborating with various federal, public, and private organizations in the supervision and overall management of the resident population housed in the community corrections centers. This encompasses law enforcement, the Courts, probation, and parole in Maryland and Virginia as well as community based-service and health care providers.

- Partnering with other District government agencies and community-based service providers in meeting the pre and post release employment, life skills, housing, medical/mental health, and supportive services needs of the population. This involves working relationships and resource sharing with DOES, DGS, DPW, DHCD, DBH, DHS, DMV, MORCA, OSSE, the Veterans Administration, and a host of community and faith-based organizations.
- Collaboration on emergency management planning between DOC Operations staff and agencies including Metropolitan Washington Council of Governments (MWCOC), CJCC, HSEMA, and the National Capital Region Urban Area Security Initiative.
- Working to support information-related initiatives with a number of District Government, Regional, and Federal partner agencies.
- Providing annual data extracts to the IRS to support tax fraud enforcement.

**11. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, 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 FY16, FY17, and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances.**
- b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.**

Please see the below information on Capital Projects for DOC:

DEPARTMENT OF CORRECTIONS (FL0) - CAPITAL PROJECT STATUS						
PROJECT NUMBER	PURPOSE	STATUS	AMOUNT	OBLIGATED	FUNDS AVAILABLE	PLANNED SPENDING FOR FUNDS AVAILABLE
CEV01C	DOC Elevator Refurbishment	On-Going	766,292.09	0.00	766,292.09	Continued work for elevator maintenance at CDF
CGN01C	General Renovations at DOC	On-Going	3,184,761.67	3,139,639.17	45,122.50	In progress
CR002C	Renovations of Cell Doors and Motors	Completed	\$17,818,171.58	\$17,859,537.48	(41,365.90)	
CR003C	Upgrade Fire Alarm and Sprinkler	Completed	\$3,522,885.43	\$3,522,885.43	0.00	
CR004C	Upgrade Central Control Security Command Center	In Procurement	\$5,797,550.76	\$4,117,381.40	1,680,169.36	In progress
CR006C	Renovation of Sallyport	Completed	\$2,313,807.68	\$2,311,865.48	1,942.20	Reprogram for Portal of Entry support & General Renovations Support
CR007C	Inmate Processing Center	Completed	\$22,317,842.99	\$22,275,170.52	42,672.47	Reprogram for Portal of Entry support & General Renovations Support
CR101C	Lighting Upgrades	Completed	\$1,592,170.90	\$1,592,170.90	0.00	
CR102C	Plumbing Upgrades	Completed	\$1,619,974.30	\$1,587,785.30	32,189.00	Reprogram for Portal of Entry support & General Renovations Support
CR103C	Hot Water System	Completed	\$1,378,651.68	\$1,378,651.68	0.00	
CR104C	HVAC Replacement	On-Going	\$20,049,712.18	\$16,884,209.29	3,165,502.89	N/A, \$3M is allotted for out-years
CRF01C	Roof Refurbishment	Project completed	\$2,391,770.39	\$2,349,415.49	42,354.90	Reprogram for Portal of Entry support & General Renovations Support
FL4FLC	Suicide Risk Mitigation	Completed	\$600,000.00	\$214,412.00	385,588.00	Reprogram for Portal of Entry support & General Renovations Support
MA203C	Exterior Structural Finishing	Project completed	\$1,686,721.28	\$1,686,721.28	0.00	
MA208C	Floor Refinishing	Completed	\$2,032,840.17	\$2,032,840.17	0.00	
MA210C	Elevator/ Escalator to Stairs	Project completed	\$212,552.31	\$212,552.31	0.00	
MA218C	Inmate Shower Renovations	Completed	\$405,801.03	\$405,801.03	0.00	
MA220C	Emergency Power System Upgrade	Paused	\$2,783,253.95	\$783,253.95	2,000,000.00	Reassessing resource need
MA222C	Energy Management System	Completed	\$1,113,562.45	\$1,113,562.45	0.00	
MA223C	Staff/Visitor Entrance Reconfiguration	Completed	\$523,274.42	\$523,268.42	6.00	
<b>TOTAL FUNDING</b>			<b>93,354,803.67</b>	<b>85,234,330.16</b>	<b>8,120,473.51</b>	



- c. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.***

DC DOC has not begun or completed any capital projects, nor does the agency have any in progress, that have had an impact on the agency's operating budget in FY16, FY17, or FY18, to date.

- 12. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY17 and FY18, to date. For each, include a description of the need and the amount of funding requested.**

DOC works with the Mayor's Budget Office and the Deputy Mayor for Public Safety and Justice to develop our annual budget. The FY17 and FY18 agency budgets submitted as part of the Mayor's budget submissions reflects those efforts.

**13. Please list, in chronological order, each reprogramming in FY17 and FY18, to date, that impacted the agency including those that moved funds into the agency, out of the agency and within the agency. Include revised, final budget for your agency after the reprogrammings for FY17 and FY18, to date. For each reprogramming, list the date, amount, rationale and reprogramming number.**

DEPARTMENT OF CORRECTIONS (FL0)					
FY 2017 REPROGRAMMING LIST					
LOCAL				Starting Budget	\$ 126,404,140
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2017	0100	10/14/2016	BJFL0500	DECREASE IN LOCAL NPS BUDGET AUTHORITY TO SUPPORT BUDGET SHIFT WITHIN AGENCY NPS	(\$944,969)
2017	0100	10/14/2016	BJFL0500	INCREASE IN LOCAL NPS BUDGET AUTHORITY TO SUPPORT BUDGET SHIFT WITHIN AGENCY NPS	\$944,969
2017	0100	12/21/2016	BJFL0700	DECREASE IN LOCAL NPS FUNDING TO SHIFT FUNDS TO CTF PERSONNEL SERVICES	(\$1,497,000)
2017	0100	12/21/2016	BJFL0700	INCREASE IN LOCAL CTF PERSONNEL SERVICES FROM NPS	\$1,497,000
2017	0100	2/24/2017	BJFL0701	DECREASE IN LOCAL NON - PERSONNEL SERVICES TO SHIFT FUNDING WITHIN NON - PERSONNEL SERVICES	(\$1,373,100)
2017	0100	2/24/2017	BJFL0701	INCREASE IN LOCAL NON - PERSONNEL SERVICES TO SHIFT FUNDING WITHIN NON - PERSONNEL SERVICES	\$1,373,100
2017	0100	6/5/2017	BJFL0300	INCREASE IN BUDGET AUTHORITY TO SUPPORT AGENCY CONTRACTUAL SERVICES FOR FOOD SERVICES, INMATE PHARMACEUTICALS, INMATE HEALTHCARE, AND DOC INMATE WORK SQUAD	\$3,000,000
2017	0100	6/6/2017	BJFL0351	DECREASE IN LOCAL NON - PERSONNEL SERVICES TO SHIFT WITHIN NON - PERSONNEL SERVICES	(\$351,100)
2017	0100	6/6/2017	BJFL0351	INCREASE IN LOCAL NON - PERSONNEL SERVICES SHIFTED FROM WITHIN NON - PERSONNEL SERVICES	\$351,100
2017	0100	6/14/2017	BJFL0355	INCREASE IN LOCAL FUNDING TO DOC TO SUPPORT FOOD SERVICES AND INMATE HEALTHCARE CONTRACTUAL SERVICES	\$355,000
2017	0100	7/14/2017	BJFL0286	OCTO PROJECT REPLACEMENT FOR LOTUS NOTES APPLICATION SOFTWARE	(\$286,644)
2017	0100	8/12/2017	BJSUPFL0	SUPPLEMENTAL TO SUPPORT OVERTIME PAY COSTS	\$5,000,000
				Final Budget	\$ 134,472,496

CONTINGENCY FUND					Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT	
2017	1734	6/30/2017	BJFL0CON	INCREASE IN BUDGET AUTHORITY TO SUPPORT AGENCY CONTRACTUAL SERVICES FOR FOOD SERVICES, INMATE PHARMACEUTICALS, INMATE HEALTHCARE, AND DOC INMATE WORK SQUAD	\$3,000,000	
2017	1734	8/11/2017	BJFL0COT	CONTINGENCY CASH REVERSAL	(\$3,000,000)	
2017	1734	9/30/2017	BJFLCONT	CONTINGENCY CASH TO SUPPORT OVERTIME PAY COSTS	\$750,000	
					Final Budget	\$750,000

SPECIAL PURPOSE REVENUE					Starting Budget	\$20,167,973
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT	
2017	0600	4/27/2017	BJFL0406	DECREASE IN PERSONNEL FUNDS TO SHIFT TO FUND 0601 TO SUPPORT COMMISSARY COSTS	(406,721)	
2017	0600	4/27/2017	BJFL0406	INCREASE IN BUDGET AUTHORITY FOR INMATE COMMISSARY FROM FUND 0600 - CORRECTION TRUSTEE REIMBURSEMENT FUND	406,721	
2017	0602	9/30/2017	BJFL0205	DECREASE INMATE WELFARE NON - PERSONNEL SERVICES BUDGETED AUTHORITY TO SHIFT WITHIN INMATE WELFARE TO SUPPORT INCENTIVE PROGRAMS	(20,500)	
2017	0602	9/30/2017	BJFL0205	INCREASE IN INMATE WELFARE NON - PERSONNEL SERVICES. FUNDS SHIFTED WITHIN NON PERSONNEL SERVICES TO SUPPORT INCENTIVE PROGRAMS	20,500	
2017	0600	9/30/2017	BJFL0750	DECREASE IN FUND 0600 BUDGET AUTHORITY TO SHIFT TO FUND 0601 TO SUPPORT INMATE COMMISSARY	(75,000)	
2017	0600	9/30/2017	BJFL0750	INCREASE IN BUDGET AUTHORITY FOR INMATE COMMISSARY FROM FUNDING SHIFT FROM FUND 0600	75,000	
					Final Budget	\$20,167,973

PAYGO FUND					Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT	
2017	0301	7/14/2017	BJFL0286	OCTO PROJECT REPLACEMENT FOR LOTUS NOTES APPLICATION SOFTWARE	\$286,644	
					Final Budget	\$286,644

DEPARTMENT OF CORRECTIONS (FL0)					
FY 2018 REPROGRAMMING LIST					
LOCAL				Starting Budget	124,076,532
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	0100	12/20/2017	PENDING	DECREASE IN LOCAL PERSONNEL SERVICES TO SHIFT WITHIN NON - PERSONNEL SERVICES TO SUPPORT VARIOUS AGENCY PROGRAM NEEDS	(\$467,356)
2018	0100	12/20/2017	PENDING	INCREASE IN LOCAL NON - PERSONNEL SERVICES. FUNDS SHIFTED FROM PERSONNEL SERVICES TO SUPPORT VARIOUS AGENCY PROGRAM NEEDS	\$467,356
				Final Budget	124,076,532

**14. Please list each grant or sub-grant received by your agency in FY17 and FY18, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.**

**a. 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 the FTEs?**

**Department of Corrections (FL0) – FY 2017 and FY 2018 Sub-Grantors List**

Grantor Name	Grant Name	Purpose	Grant Period	FY 2017	FY 2017 FTEs	FY 2018 Amount	FY 2018 FTEs
U.S. Department of Justice (Office of Justice Programs) Bureau of Justice Assistance	DC Adult Recidivism Strategic Plan	To reduce DC's recidivism rate and increase public safety	10/01/17 – 09/30/18	0.00	0	1,000,000.00	0

**Department of Corrections (FL0) – FY 2017 and FY 2018 Federal Grant**

Agency Sub-Grantor	Grant Name	Purpose	Sub-Grant Period	FY 2017 MOU Amount	FY 2017 Amount Expended	FY 2017 FTEs	FY 2018 MOU Amount	FY 2018 Amount Expended	FY 2018 FTEs
Office of Victim Services and Justice Grants Administration	Prison Rape Elimination Act (PREA15/17)	Support contractual services that will implement the requirements for full compliance of regulations and national standards for the Prison Rape Elimination Act (PREA) program.	10/01 – 09/30	79,507.00	18,750.00	0	0.00		0
Office of Victim Services and Justice Grants Administration	Residential Substance Abuse Program (RSAT4F/17)	Sub-grant to support pre-and-post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates.	10/01 - 09/30	36,792.00	26,417.00	0	0.00		0
Office of Victim Services and Justice Grants Administration	Residential Substance Abuse Program (RSAT6F/17)	Sub-grant to support pre-and-post incarceration residential substance abuse treatment and supportive housing services to select RSAT inmates	10/01- 09/30	39,120.00	23,058.58	0	0.00		0

**15. Please list each contract, procurement, and lease entered into, extended, and option years exercised by your agency during FY17 and FY18, 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 amount budgeted and amount 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;**
- g. The funding source**

Please find DOC's list of contract, procurement, and leases that were entered into during FY17 and FY18, to date, in the chart below:

Contract Number	Contractor	Caption/Description	Contractual Amount FY17	FY17 Budgeted Amount	FY17 Actual Spend	Contractual Amount FY18	FY18 Budgeted Amount	FY18 Actual Spend as of 12/31/17	Term of Contract	Competitive Bid	Contract Monitor	FY17 Funding Source	FY18 Funding Source
CW30870	Reynolds and Associated	Hope Village Halfway House	\$ 990,000.00	\$ 1,161,569.00	\$ 898,597.00	\$990,000.00	\$963,581.75	\$186,651.60	8/14/2015 - 8/13/2019	Competitive Bid	Prechelle Shannon	LOCAL	LOCAL
CW30868	Hope Village	Fairview Halfway House	\$ 985,515.00	\$ 321,055.00	\$ 325,474.00	\$985,515.00	\$321,055.00	\$56,369.60	8/14/2015 - 8/13/2019	Competitive Bid	Prechelle Shannon	LOCAL	LOCAL
CW10611	Satellite Tracking of People, LLC.	Ankle Brackets	\$ 33,835.50	\$ 42,872.00	\$ 21,755.00	\$33,835.50	\$75,000.00	\$6,350.00	12/1/2016 - 9/30/2021	Competitive Bid	Prechelle Shannon	LOCAL	LOCAL
CW18948	Aramark Correctional Services	DOC Food Services (CDF & CTF)	\$ 4,093,110.00	\$ 4,305,000.00	\$ 3,978,341.00	\$4,916,262.34	\$3,778,680.00	\$502,538.63	3/1/2013 - 05/31/18	Competitive Bid	Donald Hilliard	LOCAL/SPR	LOCAL
CW21475	KDH Defense Systems	DOC Officer's Protective Armour Vests	\$ 193,533.00	\$ 495,535.00	\$ 411,800.00	\$199,384.00	\$250,000.00	\$0.00	4/1/2013 - 3/31/2018	Competitive Bid	Dennis Nelson	LOCAL	LOCAL
CW27670	The Moss Group	Consulting Services	\$ 435,618.00	\$ 500,000.00	\$ 447,529.00	\$447,000.00	\$0.00	\$0.00	4/7/2014 - 9/30/2017	Sole Source	Prechelle Shannon	LOCAL	N/A
CW38382	Holder Enterprises	DOC Food Services (CCB)	\$ 122,129.00	\$ 163,129.00	\$ 159,601.00	\$124,684.00	\$139,000.00	\$28,064.40	10/1/2015 - 9/30/2019	Competitive Bid	Fameda Shah	LOCAL	LOCAL
CW37196	Unity	DDOC Inmate Health Services	\$ 21,841,500.00	\$ 25,402,701.00		\$21,841,500.00	\$22,999,048.00	\$2,704,670.51	10/1/2015 - 9/30/2018	Sole Source	Dr. Beth Mynett	LOCAL	LOCAL/SPR
CW40572	Keefe Commissary Network	Canteen	\$ 975,000.00	\$ 1,581,721.00	\$ 1,506,721.00	\$975,000.00	\$1,300,000.00	\$330,712.00	1/1/2016 - 12/31/2020	Cooperative Agreement	Kashonda Dunklin-Johnson	SPR	SPR
CW29390	MEDAT	Employee Drug Testing	\$ 57,783.00	\$ 65,000.00	\$ 57,783.00	\$58,597.00	\$57,783.00	\$5,474.00	5/29/2014 - 9/30/2018	Competitive Bid	Deborah Washington	LOCAL	LOCAL
CW29248	Morgan's inc T/A Muscatello's	Officer's Uniforms	\$ 519,535.00	\$ 310,000.00	\$ 310,000.00	\$540,316.40	\$660,535.00	\$0.00	10/1/2016 - 9/30/2021	Competitive Bid	Dennis Nelson	LOCAL	LOCAL
CW30223	American Supply Inc.	Inmate Clothing, Hygiene, Linen and Shoes	\$ 999,999.00	\$ 919,217.00	\$ 875,968.00	\$999,999.00	\$1,305,090.00	\$279,751.00	12/1/2014 - 11/30/2019	Competitive Bid	Trina Byrd	LOCAL	SPR
CW53835	The Moss Group	PREA Symposium and Workshops	\$ 18,870.00	\$ 79,507.00	\$ 18,870.00	\$60,867.00	\$0.00	\$0.00	08/114/17 - 09/30/18	Competitive Bid	Prechelle Shannon	ID	N/A
CW52832	The Hope Foundation Reentry Network, Inc.	Substance use Education	\$ 61,600.00	\$ 36,792.00	\$ 36,417.00	\$110,000.00	\$110,000.00	\$28,325.00	08/09/17 - 09/31/21	Competitive Bid	Jackie Williams	SPR	SPR
CW56811	AAA Termite Pest Control	Pest Control (CDF & CTF)		\$ 35,000.00	\$ 32,551.00	\$28,000.00	\$35,000.00	\$9,474.00	11/17/17 - 09/30/22	Competitive Bid	Michelle Davenport	LOCAL	LOCAL
CW55732	Vire Consulting, Inc.	Job Readiness Program	\$ 90,000.00	\$ 120,000.00	\$ 120,000.00	\$121,568.00	\$121,568.00	\$18,342.50	10/01/17 - 09/30/22	Competitive Bid	LaToya Wesley	LOCAL/SPR	LOCAL
CW55945	Emergency 911	Fire & Safety Services	\$ 82,650.00	\$ 90,030.00	\$ 74,354.77	\$65,000.00	\$0.00	\$0.00	10/20/17 - 09/30/22	Competitive Bid	Gloria Robertson	LOCAL	LOCAL
7055-AA-NS-4-WM	CCA	Inmate Housing		\$ 5,641,994.00	\$ 5,641,994.00							SPR	N/A
			\$ 31,418,027.50	\$ 41,263,742.00	\$ 14,933,431.00	\$32,506,883.01	\$32,181,340.75	\$4,156,723.24					

- 16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.**

Please see Attachment 3 for the listing of all pending litigation cases against DOC for FY 2017 and FY2018, to date. The Office of the Attorney General cannot identify which cases potentially expose the District to significant liability in terms of money or change in practices, as it would seriously compromise the District's position in those cases.



**17. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.)**

Please see Attachment 4 for settlements related to lawsuits.

Please find in the chart below additional settlement agreements for DOC for FY-17, FY18 to date:

NAME	DATE	CASE DESCRIPTION	AMOUNT OF SETTLEMENT
Lynell Smith	3/21/2017	Disciplinary Action - Demotion resulting from occurrence on 2/7 and 2/8, 2015.  Arbitration- Demotion Resolution through Settlement Agreement of thirty (30) calendar days suspension.	No monetary settlement
D.C. Nurses Association Devora Jones	12/19/2017	Placement of employee on DC Nurses Association Union pay schedule at Grade 11, Step 10, effective 6/11/2017	Back pay calculations - Pending

**18. Please list the administrative complaints or grievances that the agency received in FY17 and FY18, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.**

DOC complaints and grievances received in FY2017:

<b>Date Received</b>	<b>Allegation</b>	<b>Response</b>
2/23/2017	Appeal of employee ten-day suspension	Granted
2/25/2017	Appeal of employee reprimand	Denied
3/21/2017	Appeal of employee nine-day suspension	Nine-day suspension reduced to 3 days
3-27-2017	Appeal of employee three-day suspension	Denied
3-30-2017	Appeal of employee nine-day suspension	Nine-day suspension reduced to 3 days.
3-30-2017	Appeal of employee nine-day suspension	Nine-day suspension reduced to 3 days.
4-12-2017	Appeal of employee three-day suspension	Denied
5 -3-2017	Appeal of employee termination and request for arbitration	OLRCB response - Grievance filed untimely Arbitration – Pending – 1/30/ 2018
5-13-2017	Appeal of employee two-day suspension	Denied
5/31/2017	Appeal of employee termination	Denied – Grievance filed untimely Arbitration – Pending – 1/30/ 2018
6-7-2017	Appeal of employee five-day suspension	Denied
6-15-2017	Appeal of employee five-day suspension	Five-day suspension reduced to two days.
5-13-2017	Appeal of employee two (2) day suspension	Denied
6-7-2017	Appeal of employee five-day suspension	Denied
6-15-2017	Appeal of employee five-day suspension	Five-day suspension reduced to two days
6-30-2017	Appeal of employee three-day suspension	Three-day suspension reduced to one day. 8/9/2017 - One-day suspension rescinded
8-1-2017	Appeal of employee one-day suspension	Granted
8-1-2017	Appeal of employee five-day suspension	Denied
8-14-2017	Joint appeal of nine-day suspension of four employees	Denied - Arbitration - Pending

DOC complaints and grievances received in FY2018, to date:

<b>Date Received</b>	<b>Allegation</b>	<b>Response</b>
9-4-2017	Appeal of employee nine-day suspension	Denied
9/19/2017	Filed on behalf of candidate for employment - disqualification of application for Sergeant	Denied
8-1-2017	Appeal of employee five-day suspension	Granted
<b>FY 2018</b>		
10/17/2017	Joint appeal of nine-day suspension of four employees	Appeal Denied
10/23/2017	Appeal filed on behalf of an employee – appeal of 9-day employee suspension	Appeal Granted
10/25/2017	Filed on behalf of employee. Allegation of “overt threatening gesture by supervisor”	11/ 2/ 2017 – Response - Vague reference to alleged allegation and incorrect reference of CBA Article
12-5-2017	Filed on behalf of employee requesting “Sergeant’s pay for 335 days.”	Denied
1/8/ 2018	Appeal of termination of employee	Denied Arbitration – Pending
1/8/2018	Appeal filed on behalf of employee regarding a15-day employee suspension	Denied

**19. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.**

DOC's policy for sexual harassment allegations follows Mayor's Order 2017-313. DOC's procedure for investigating sexual harassment allegations are as follows:

DOC's Investigative Model for Investigating Allegations of Sexual Harassment or Misconduct at the workplace is to:

- I. Conduct intake interview with Complainant;;
- II. Plan the investigation;
- III. Conduct investigatory interviews;
- IV. Develop conclusions;
- V. Develop recommendations; and
- VI. Prepare an investigative report.

Please see the chart below for a list and description of sexual harassment allegations received by the agency in FY17 and FY18, to date:

File Date	Agency Case No	Allegation	Findings/Resolution
January 2017	2017-01-019	Employee alleged sexual harassment when subjected to a one time sexually explicit comment by another employee.	Allegations unfounded – Employee (Complainant) provided Exit Letter to file a formal complaint. To date, no formal complaint filed.
June 2017	2017-06-037	Employee alleged sexual harassment when subjected to a sexually explicit comment by another employee.	Investigation closed based on alleged harasser's resignation from the agency within the relevant time period of the investigation. Employee (Complainant) provided Exit Letter. To date, no formal complaint filed.

**20. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY17 and FY18, to date.**

Please the chart below for a list of ongoing investigations, audits, and reports during FY17 and FY18, to date:

Action	Performed By
Inmate Welfare Fund Audit	Office of Chief Financial Officer
Reaccreditation	American Correctional Association
Reaccreditation	National Commission on Correctional Healthcare
Inspection Report	District of Columbia Corrections Information Council
Prison Rape Elimination Act (PREA) Audit	Department of Justice (DOJ)

**21. Please list and describe any spending pressures the agency experienced in FY17 and any anticipated spending pressures for the remainder of FY18. Include a description of the pressure and the estimated amount. If the spending pressure was in FY17, describe how it was resolved, and if the spending pressure is in FY18, describe any proposed solutions.**

There were no spending pressures in either FY17 or FY18. The agency does not anticipate spending pressures for the remainder of FY18.

**22. Please provide a copy of the agency's FY17 performance plan. Please explain which performance plan objectives were completed in FY17 and whether they were completed on time and within budget. If they were not, please provide an explanation.**

Please see Attachment 5 for DOC's FY 2017 Performance Plan.

- DOC completed 6 of 9 initiatives on-time and within budget. Please see the below for an update on each of the three outstanding initiatives:
  - DOC has submitted a draft of the Request for Proposals for the Comprehensive Inmate Health Services solicitation to OCP for legal review and anticipates completing procurement later in 2018.
  - DOC was able to mostly complete the expansion of the continuum of mental health care services. We continue to work with our partners at DBH to coordinate the continuity of care in the community through DBH's Core Service Agencies.
  - DOC is in the final stages of implementing the outdoor recreation modules for restrictive housing inmates project. The modules are constructed, policies, procedures, and post-orders have been developed.
- Of its 18 key performance indicators (KPI), DOC was on-target for 14 KPI and did not meet targets for four (4) metrics. The four KPI metrics not met by DOC are as follows:
  - The inmate on inmate assault rate target was not met. There was a reduction in inmate on inmate assault but not enough to meet the KPI target (please see response to question 64).
  - The reduction of inmate on staff assault rate target was not met. There was a reduction in inmate on staff assault but not enough to meet the KPI target (please see response to question 64).
  - The Priority 1 Maintenance and Repair Rate target was not met. DOC is working to align its staffing complement with types of work orders to better address categories of work orders that occur more frequently. DOC continues to assess its facilities maintenance staffing strategy.
  - The percent of inmates successfully passing GED exams was below target. Multiple factors contributed to the performance. These included recent changes to the GED, which have resulted in additional challenges for the inmates' preparation for the exam. DOC has been working in partnership with OSSE to improve inmate outcomes related to the GED.

- 23. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator.**

Please see Attachment 6 for a copy of the agency's FY18 Performance Plan.



**24. Please describe any regulations promulgated by the agency in FY17 or FY18, to date, and the status of each.**

The Director of the Department of Corrections (Director), pursuant to the authority in Section 3c(c) of the District of Columbia Good Time Credits Act of 1986 (“Act”), effective May 17, 2011 (D.C. Law 18-372; D.C. Official Code § 24-221.01c(c) (2012 Repl.)), and Mayor’s Order 2006-53, dated May 9, 2006, adopted amendments to Chapter 6 (Good Time Credits) of Title 28 (Corrections, Courts, and Criminal Justice) of the District of Columbia Municipal Regulations (DCMR), which increased the limit on good time credit from eight (8) to ten (10) credits per month to ensure that the rules conform with changes made to the Act by Bill 21-360, the “Neighborhood Engagement Achieves Results Amendment Act of 2016.”

DOC adopted the emergency rules on September 29, 2016 and they became effective on that date. These rules were adopted as final on March 7, 2017 and were published in the *D.C. Register* as follows:

**Chapter 6, GOOD TIME CREDITS, of Title 28 DCMR, CORRECTIONS, COURTS, AND CRIMINAL JUSTICE, is amended as follows:**

**Section 601, LIMITATIONS ON CREDITS, amends Subsection 601.2 to read as follows:**  
**601.2 An inmate shall not earn more than ten (10) good time credits per calendar month under this chapter.**

**25. Please provide the number of FOIA requests for FY17 and FY18, to date, that were submitted to your agency. 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, the estimated number of hours spend responding to these requests, and the cost of compliance.**

Please find in the chart below the number of FOIA requests submitted to DOC and the agency's response:

FOIA INFORMATION	FY 2017	FY 2018 TO DATE
Number of requests	508	178
Number granted in whole	330	195
Number granted in part	5	1
Number denied	10	0
Number pending	8 [as of Sept. 30, 2017]	11 [as of January 23, 2018]
Average response time	15 days	15 days
Estimated number of FTE's processing requests	2 FTEs	2 FTEs
Estimated hours spent responding to requests	2,400 hours	750 hours
Cost of Compliance	\$103,480	\$34,493

**26. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.**

Please see below DOC's studies, research papers, reports and analyses that were prepared and contracted for during FY17 and FY18 to date, along with each project's status and purpose:

Consolidated Strategic Plan for Reducing Recidivism

DOC, in collaboration with the Criminal Justice Coordinating Council (CJCC), has been awarded a 2017 BJA Statewide Recidivism Reduction Strategic Plan Implementation grant for \$100,000. Currently, there are a number of reentry plans in the District that are led by different agencies and organizations. This funding will allow DOC and the CJCC to lead District agencies in developing a consolidated strategic plan for reducing recidivism that will be executed over the course of five years. The agency will work with the CJCC and the Vera Institute of Justice to complete an evaluation of criminal justice data to identify drivers of recidivism and develop a data-driven, District-wide strategic plan for reducing recidivism. The work on this plan is ongoing.

**27. Please separately list each employee whose salary was \$100,000 or more in FY17 and FY18, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.**

In the chart below is the list of employees whose salary was \$100,000 or more in FY17:

Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Title	Salary	Fringe (@ 27.2%)	Overtime Pay	Bonus Pay
FL0	17	530N	2530	Mynett,Beth A.J.	00008001	Medical Officer and Health Services Administrator	210,058.20	57,135.83	0.00	0.00
FL0	17	110C	1110	Amato,Maria Claudia t	00042000	SUPERVISOR ATTORNEY ADVISOR	181,228.04	49,294.03	0.00	0.00
FL0	17	901A	4901	Booth,Quincy L	00046257	Dir., Dept. of Corrections	180,081.41	48,982.14	0.00	0.00
FL0	17	120H	1120	Walker,Loretta A	00005935	CONTROLLER	176,296.00	47,952.51	0.00	0.00
FL0	17	110A	1110	Lane,Latoya	00004200	Deputy Director for Operations	163,378.00	44,438.82	0.00	0.00
FL0	17	110A	1110	Stewart-Ponder,Gitana Y	00029056	Deputy Director of Management	163,378.00	44,438.82	0.00	0.00
FL0	17	110H	1110	Hudson-Beckham,Antoinette C	00012401	AGENCY FISCAL OFFICER	159,229.00	43,310.29	0.00	0.00
FL0	17	605A	3605	Lopez,Amy K.	00008214	Associate Director	158,074.00	42,996.13	0.00	0.00
FL0	17	110L	1110	Chakraborty,Reena	00022432	Supervisory Statistician	150,682.00	40,985.50	0.00	0.00
FL0	17	605A	3605	Johnson,Lennard K	00007270	CORRECTIONAL INSTITUTION ADMN	147,000.00	39,984.00	0.00	0.00
FL0	17	120H	1120	Staats,Daryl	00029045	Financial Manager	133,480.00	36,306.56	0.00	0.00
FL0	17	145D	1145	Suthar,Tejash Hemantkumar	00005538	Supervisory General Engineer	132,744.47	36,106.50	0.00	0.00
FL0	17	120A	1120	Townes,Desiree E	00026804	Human Resources Officer II	132,612.50	36,070.60	0.00	0.00
FL0	17	145A	1145	Hsu,Peilung	00002735	Supervisory IT Specialist	132,219.97	35,963.83	0.00	0.00
FL0	17	130J	1130	Patten,Wanda R	00029051	Supervisory Criminal Investigator (IA)	132,000.00	35,904.00	0.00	0.00
FL0	17	110K	1110	Dedner,Olivia W	00016858	Supervisory Public Affairs Specialist	125,500.00	34,136.00	0.00	0.00
FL0	17	520O	2520	Jones,Michele	00009599	CORRECTIONAL INSTITUTION ADMN	125,000.00	34,000.00	0.00	0.00
FL0	17	145A	1145	McCloskey,Karen	00071658	IT Spec. Database Mgmt.)	123,519.00	33,597.17	0.00	0.00
FL0	17	145A	1145	Rehani,Rajiv	00071687	IT Specialist (Network)	123,519.00	33,597.17	0.00	0.00
FL0	17	605A	3605	Cave Jr,Charles	00071665	CORRECTIONAL INSTITUTION ADMN	123,331.00	33,546.03	0.00	0.00
FL0	17	520N	2520	Chapman,Clinique M.	00046341	Program Manager	122,000.00	33,184.00	0.00	0.00
FL0	17	150F	1150	Byrd-Gregory,Trina	00033118	Supervisory Contract Administrator	116,699.00	31,742.13	0.00	0.00
FL0	17	160B	1160	Lacy,Bobby J	00012150	Supervisory Facility Operations Specialist	115,000.00	31,280.00	0.00	0.00
FL0	17	110C	1110	Obebe,Oluwasegun G	00039573	Records Info and Privacy Office	114,199.00	31,062.13	0.00	0.00

Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Title	Salary	Fringe (@ 27.2%)	Overtime Pay	Bonus Pay
FL0	17	145D	1145	Nagori,Binit V	00013628	INDUSTRIAL ENGINEER	114,199.00	31,062.13	0.00	0.00
FL0	17	520N	2520	Ponder,Gizele Richards	00091268	Special Assistant	113,300.00	30,817.60	0.00	0.00
FL0	17	145D	1145	Wang,Xusheng	00032420	IT Spec (Application Software)	112,956.00	30,724.03	0.00	0.00
FL0	17	110L	1110	Pflaum,Mark	00071674	OPERATIONS RESEARCH ANALYST	111,131.00	30,227.63	0.00	0.00
FL0	17	145A	1145	Ramirez,Michel O	00071661	IT Specialist (Network)	110,243.00	29,986.10	0.00	0.00
FL0	17	145A	1145	Mittal,Manish	00071662	IT Specialist (Applic. Software)	110,243.00	29,986.10	0.00	0.00
FL0	17	130H	1130	Temple,Eboni	00006400	BUDGET OFFICER	106,922.00	29,082.78	0.00	0.00
FL0	17	130A	1130	Weaver,Zachary Djon	00078360	Program Analyst	104,995.00	28,558.64	0.00	0.00
FL0	17	120H	120F	Felder,Rena M	00091053	SENIOR ACCOUNTANT	104,521.00	28,429.71	0.00	0.00
FL0	17	110A	1110	Thomas,Sallie D	00009374	ADMIN SPEC	104,423.00	28,403.06	0.00	0.00
FL0	17	120A	1120	Shell,Denise A	00008815	Management Liaison Specialist	104,423.00	28,403.06	0.00	0.00
FL0	17	130A	1130	Ogunshakin,Edson A	00075398	Risk Management Specialist	104,423.00	28,403.06	0.00	0.00
FL0	17	520N	2520	Wesley,LaToya Y	00025035	Special Assistant	103,262.00	28,087.26	0.00	0.00
FL0	17	110L	1110	Richards,Valerie	00000895	OPERATIONS RESEARCH ANALYST	101,927.00	27,724.14	0.00	0.00
FL0	17	120A	1120	Armstrong,Lurendy W	00001865	Management Liaison Specialist	101,826.00	27,696.67	0.00	0.00
FL0	17	120A	1120	Johnson,Paulette S	00026639	LABOR RELATIONS & WORKFORCE	101,826.00	27,696.67	0.00	0.00
<b>AGENCY GRAND TOTAL</b>							<b>\$5,151,848.59</b>	<b>\$1,401,302.82</b>	<b>\$0.00</b>	<b>\$0.00</b>

In the chart below is the list of employees whose salary was \$100,000 or more in FY18:

Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe (@ 29.5%)	Overtime Pay	Bonus Pay
FL0	18	530N	2530	Mynett,Beth A.J.	00008001	Medical Officer and Health Services Administrator	210,058.20	61,967.17	0.00	0.00
FL0	18	110C	1110	Amato,Maria Claudia t	00042000	SUPERVISOR ATTORNEY ADVISOR	181,228.04	53,462.27	0.00	0.00
FL0	18	110A	1110	Booth,Quincy L	00046257	Dir., Dept. of Corrections	180,081.41	53,124.02	0.00	0.00
FL0	18	120H	100F	Walker,Loretta A	00005935	CONTROLLER	176,296.00	52,007.32	0.00	0.00
FL0	18	110A	1110	Patten,Wanda R	00004200	Deputy Director for Operations	163,378.00	48,196.51	0.00	0.00
FL0	18	110A	1110	Stewart-Ponder,Gitana Y	00029056	Deputy Director of Management	163,378.00	48,196.51	0.00	0.00
FL0	18	110A	1110	Lane,Latoya	00094685	Deputy Director for Programs	163,378.00	48,196.51	0.00	0.00
FL0	18	110H	100F	Hudson-Beckham,Antoinette C	00012401	AGENCY FISCAL OFFICER	159,229.00	46,972.56	0.00	0.00
FL0	18	605A	3605	Lopez,Amy K.	00008214	Associate Director	158,074.00	46,631.83	0.00	0.00
FL0	18	605H	3605	Chakraborty,Reena	00022432	Supervisory Statistician	150,682.00	44,451.19	0.00	0.00
FL0	18	605A	3605	Johnson,Lennard K	00007270	CORRECTIONAL INSTITUTION ADMN	147,000.00	43,365.00	0.00	0.00
FL0	18	605P	3605	Staats,Daryl	00029045	Financial Manager	133,480.00	39,376.60	0.00	0.00
FL0	18	145D	1145	Suthar,Tejash Hemantkumar	00005538	Supervisory General Engineer	132,744.47	39,159.62	0.00	0.00
FL0	18	120A	1120	Townes,Desiree E	00026804	Human Resources Officer II	132,612.50	39,120.69	0.00	0.00
FL0	18	145A	1145	Hsu,Peilung	00002735	Supervisory IT Specialist	132,219.97	39,004.89	0.00	0.00
FL0	18	520O	2520	Jones,Michele	00009599	CORRECTIONAL INSTITUTION ADMN	125,000.00	36,875.00	0.00	0.00
FL0	18	145A	1145	McCloskey,Karen	00071658	IT Spec. Database Mgmt.)	123,519.00	36,438.11	0.00	0.00
FL0	18	145A	1145	Rehani,Rajiv	00071687	IT Specialist (Network)	123,519.00	36,438.11	0.00	0.00
FL0	18	605A	3605	Cave Jr,Charles	00071665	CORRECTIONAL INSTITUTION ADMN	123,331.00	36,382.65	0.00	0.00
FL0	18	520N	2520	Chapman,Clinique M.	00046341	Program Manager	122,000.00	35,990.00	0.00	0.00
FL0	18	520N	2520	Ponder,Gizele Richards	00091268	Special Assistant	121,323.00	35,790.29	0.00	0.00
FL0	18	110K	1110	Tolliver,Denise L	00016858	Supervisory Public Affairs Spc	119,590.00	35,279.05	0.00	0.00
FL0	18	110C	1110	Obebe,Oluwasegun G	00039573	Records Info and Privacy Ofc	117,267.00	34,593.77	0.00	0.00
FL0	18	150F	1150	Byrd-Gregory,Trina	00033118	Supvy Contract Administrator	116,699.00	34,426.21	0.00	0.00
FL0	18	160B	1160	Lacy,Bobby J	00012150	Supvy Facility Opr Spec	115,000.00	33,925.00	0.00	0.00

Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe (@ 29.5%)	Overtime Pay	Bonus Pay
FL0	18	145D	1145	Nagori,Binit V	00013628	INDUSTRIAL ENGINEER	114,199.00	33,688.71	0.00	0.00
FL0	18	145A	1145	Mittal,Manish	00071662	IT Specialist (Application Software)	113,562.00	33,500.79	0.00	0.00
FL0	18	145D	1145	Wang,Xusheng	00032420	IT Spec (Application Software)	112,956.00	33,322.02	0.00	0.00
FL0	18	110L	1110	Pflaum,Mark	00071674	OPERATIONS RESEARCH ANALYST	111,131.00	32,783.65	0.00	0.00
FL0	18	145A	1145	Ramirez,Michel O	00071661	IT Specialist (Network)	110,243.00	32,521.69	0.00	0.00
FL0	18	110H	100F	Temple,Eboni	00006400	BUDGET OFFICER	106,922.00	31,541.99	0.00	0.00
FL0	18	130J	1130	Collins,Benjamin C	00029051	Supervisory Criminal Investigator (IA	105,000.00	30,975.00	0.00	0.00
FL0	18	130A	1130	Weaver,Zachary Djon	00078360	Program Analyst	104,995.00	30,973.53	0.00	0.00
FL0	18	120H	100F	Felder,Rena M	00091053	SENIOR ACCOUNTANT	104,521.00	30,833.70	0.00	0.00
FL0	18	120A	1120	Shell,Denise A	00008815	Management Liaison Specialist	104,423.00	30,804.79	0.00	0.00
FL0	18	110A	1110	Thomas,Sallie D	00009374	ADMIN SPEC	104,423.00	30,804.79	0.00	0.00
FL0	18	130A	1130	Ogunshakin,Edson A	00075398	Risk Management Specialist	104,423.00	30,804.79	0.00	0.00
FL0	18	150F	1150	Lample,George W	00082340	Support Services Supervisor	103,991.00	30,677.35	0.00	0.00
FL0	18	520N	2520	Wesley,LaToya Y	00025035	Special Assistant	103,262.00	30,462.29	0.00	0.00
FL0	18	110L	1110	Richards,Valerie	00000895	OPERATIONS RESEARCH ANALYST	101,927.00	30,068.47	0.00	0.00
FL0	18	120A	1120	Armstrong,Lurendy W	00001865	Management Liaison Specialist	101,826.00	30,038.67	0.00	0.00
FL0	18	120A	1120	Johnson,Paulette S	00026639	LABOR RELATIONS & WORKFORCE	101,826.00	30,038.67	0.00	0.00
<b>AGENCY GRAND TOTAL</b>							<b>\$5,400,717.59</b>	<b>\$1,593,211.69</b>	<b>\$0.00</b>	<b>\$0.00</b>

**28. Please list in descending order the top 25 overtime earners in your agency in FY17 and FY18, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned**

Please see listed below DOC's top 25 overtime earners for FY17:

Agency Code	Fiscal Year	Program Number	Activity	Employee Name	Position Number	Position Title	Salary	Fringe (@27.2%)	Overtime Pay	Worker's Comp
FL0	17	160L	1160	Roots,Darrell L	00025775	CORRECTIONAL OFFICER	66,742.00	18,153.82	110,503.62	0.00
FL0	17	605C	3605	Hull,Edwin A	00008090	CORRECTIONAL OFFICER - LEAD	73,512.00	19,995.26	98,852.48	0.00
FL0	17	605H	3605	Ibeawuchi,Uchendu B	00045455	CORRECTIONAL OFFICER	62,227.00	16,925.74	88,750.05	0.00
FL0	17	530J	2530	Miles,James R	00022073	CORRECTIONAL OFFICER	66,742.00	18,153.82	83,485.75	0.00
FL0	17	605H	3605	Franklin,Shawn	00008222	CORRECTIONAL OFFICER - LEAD	68,526.00	18,639.07	82,986.39	0.00
FL0	17	605C	3605	Haines,Eugenia	00000620	CORRECTIONAL OFFICER - LEAD	73,512.00	19,995.26	82,225.82	0.00
FL0	17	605H	3605	Dickensjr,Lewis	00010247	CORRECTIONAL OFFICER	66,742.00	18,153.82	81,784.26	0.00
FL0	17	605C	3605	Bryan,Bernard D	00001342	CORRECTIONAL OFFICER - LEAD	73,512.00	19,995.26	81,682.72	0.00
FL0	17	520I	2520	Nwaizugbo,Livinus E	00011576	CORRECTIONAL OFFICER	49,608.00	13,493.38	81,015.28	0.00
FL0	17	605C	3605	Alexander,Eric Darren	00024413	CORRECTIONAL OFFICER	66,742.00	18,153.82	79,994.42	0.00
FL0	17	605C	3605	Amobi,Stephen I	00003823	CORRECTIONAL OFFICER	66,742.00	18,153.82	77,750.93	0.00
FL0	17	605C	3605	Olibrun,Mariane	00010907	CORRECTIONAL OFFICER	54,702.00	14,878.94	77,639.05	0.00
FL0	17	605G	3605	Johnson,Jannease J	00022695	CORRECTIONAL OFFICER - LEAD	71,850.00	19,543.20	74,342.16	0.00
FL0	17	605C	3605	Ayodele,Femi	00032848	CORRECTIONAL OFFICER	57,712.00	15,697.66	73,555.30	0.00
FL0	17	605H	3605	Kola,Agbonkehri Dennis	00033748	CORRECTIONAL OFFICER	56,207.00	15,288.30	72,973.73	0.00
FL0	17	605C	3605	Aderinkola,Rufus O	00021680	CORRECTIONAL OFFICER - LEAD	68,526.00	18,639.07	72,000.71	0.00
FL0	17	605M	3605	Ashmeade,Alphonso A	00008275	CORRECTIONAL OFFICER	59,217.00	16,107.02	71,491.95	0.00
FL0	17	605C	3605	Ibeawuchi,Obioma L	00029037	SUPVY CORRECTIONAL OFFICER	77,646.60	21,119.88	70,954.97	0.00
FL0	17	605H	3605	Asekomhe,Umoru	00077866	CORRECTIONAL OFFICER	56,207.00	15,288.30	70,608.18	0.00
FL0	17	630E	3630	Stokes,Susan M	00023224	CORRECTIONAL OFFICER	66,742.00	18,153.82	68,913.76	0.00
FL0	17	605C	3605	Clark,Shawn L.	00009514	CORRECTIONAL OFFICER	62,227.00	16,925.74	68,607.04	0.00
FL0	17	605H	3605	Masi,Harcourt	00008794	CORRECTIONAL OFFICER - LEAD	73,512.00	19,995.26	68,039.09	0.00
FL0	17	605C	3605	Holloway,Joe S	00021252	CORRECTIONAL OFFICER - LEAD	70,188.00	19,091.14	67,583.96	0.00
FL0	17	605K	3605	Wiley,Marcia D	00026197	CORRECTIONAL OFFICER - LEAD	61,878.00	16,830.82	67,179.46	0.00
FL0	17	605C	3605	Motanya,Frederick A	00026155	LEAD CORRECTIONAL OFC	73,512.00	19,995.26	67,140.13	0.00
<b>AGENCY GRAND TOTAL</b>							<b>\$1,644,733.60</b>	<b>\$447,367.54</b>	<b>\$1,940,061.22</b>	<b>\$0.00</b>

Please see listed below DOC's top 25 overtime earners for FY18, to date:



Agency Code	Fiscal Year	Program Number	Activity	Employee Name	Position Number	Position Title	Salary	Fringe (@29.5%)	Overtime Pay	Worker's Comp
FL0	18	605C	3605	Ibeawuchi,Obioma L	00029037	SUPVY CORRECTIONAL OFFICER	77,646.60	22,905.75	\$32,757.17	0.00
FL0	18	605C	3605	Hull,Edwin A	00008090	CORRECTIONAL OFFICER - LEAD	73,512.00	21,686.04	\$30,718.29	0.00
FL0	18	605H	3605	Ibeawuchi,Uchendu B	00045455	CORRECTIONAL OFFICER	62,227.00	18,356.97	\$29,063.34	0.00
FL0	18	160L	1160	Roots,Darrell L	00025775	CORRECTIONAL OFFICER	66,742.00	19,688.89	\$27,781.96	0.00
FL0	18	605C	3605	Amobi,Stephen I	00003823	CORRECTIONAL OFFICER	66,742.00	19,688.89	\$27,476.87	0.00
FL0	18	605C	3605	Harrington,Edward J	00012620	CORRECTIONAL OFFICER - LEAD	73,512.00	21,686.04	\$26,995.93	0.00
FL0	18	605C	3605	Haines,Eugenia	00000620	CORRECTIONAL OFFICER - LEAD	73,512.00	21,686.04	\$26,201.27	0.00
FL0	18	605C	3605	Bryan,Bernard D	00001342	CORRECTIONAL OFFICER - LEAD	73,512.00	21,686.04	\$25,390.07	0.00
FL0	18	530J	2530	Miles,James R	00022073	CORRECTIONAL OFFICER	66,742.00	19,688.89	\$25,328.31	0.00
FL0	18	605D	3605	Jabbie,Alhaji I	00032384	CORRECTIONAL OFFICER	59,217.00	17,469.02	\$25,092.63	0.00
FL0	18	605B	3605	Teru,Olayinka	00021408	CORRECTIONAL OFFICER	59,217.00	17,469.02	\$25,043.24	0.00
FL0	18	605H	3605	Nnorom,Glory U	00008558	CORRECTIONAL OFFICER	56,207.00	16,581.07	\$24,799.55	0.00
FL0	18	605F	3605	Trotter,Charles	00027061	CORRECTIONAL OFFICER	66,742.00	19,688.89	\$24,022.94	0.00
FL0	18	605C	3605	Holloway,Joe S	00021252	CORRECTIONAL OFFICER - LEAD	70,188.00	20,705.46	\$23,998.73	0.00
FL0	18	605D	3605	Palmer,Sheila	00091074	CORRECTIONAL OFFICER	57,768.00	17,041.56	\$23,745.76	0.00
FL0	18	605F	3605	Mballow,Cherno	00009894	CORRECTIONAL OFFICER	54,702.00	16,137.09	\$23,606.42	0.00
FL0	18	530J	2530	Drummond,James E	00033632	CORRECTIONAL OFFICER	66,742.00	19,688.89	\$23,488.80	0.00
FL0	18	605H	3605	Asekomhe,Umoru	00077866	CORRECTIONAL OFFICER	57,712.00	17,025.04	\$22,582.80	0.00
FL0	18	605C	3605	Uwalaka,Chidozie A	00077860	CORRECTIONAL OFFICER	57,712.00	17,025.04	\$22,435.56	0.00
FL0	18	510L	2510	Shand,Leroy A	00032967	LEAD CORRECTIONAL OFC	73,512.00	21,686.04	\$22,372.49	0.00
FL0	18	605H	3605	Dickensjr,Lewis	00010247	CORRECTIONAL OFFICER	66,742.00	19,688.89	\$22,268.00	0.00
FL0	18	520I	2520	Nwaizugbo,Livinus E	00011576	CORRECTIONAL OFFICER	50,968.00	15,035.56	\$21,895.68	0.00
FL0	18	605H	3605	Falade,Ayodeji F.	00082270	CORRECTIONAL OFFICER	56,207.00	16,581.07	\$21,658.52	0.00
FL0	18	605C	3605	Olubasusi,Benjamin R	00001190	CORRECTIONAL OFFICER	59,217.00	17,469.02	\$21,220.66	0.00
FL0	18	605C	3605	Dubois,Cecil	00022826	CORRECTIONAL OFFICER	66,742.00	19,688.89	\$21,074.26	0.00
<b>AGENCY GRAND TOTAL</b>							<b>\$ 1,613,742.60</b>	<b>\$ 476,054.07</b>	<b>\$ 621,019.25</b>	<b>\$0.00</b>

**29. For FY17 and FY18, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.**

There were no bonuses or special pay granted for any DOC employees for FY17 or FY18, to date.

**30. 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. Please note if the agency is currently in bargaining and its anticipated completion.**

- A. Working Conditions Bargaining Agreement Between the District of Columbia Department of Corrections and the Fraternal Order of Police- Department of Corrections Labor Committee – Effective FY2016 through FY2019. See Attachment 7.
- B. Compensation Collective Bargaining Agreement Between the District of Columbia Government and Compensation Units 1 and 2 - Effective 4/1/2013 – 09/30/2017. See Attachment 8.
- C. Working Conditions Bargaining Agreement Between the Government of the District of Columbia and The District of Columbia Nurses Association (Compensation Unit 13) – Effective 10/01/2017 through 09/30/2020. See Attachment 9.
- D. Compensation Agreement Between District of Columbia Department of Mental Health and the District of Columbia Nurses Association – Effective Until 9/30/ 2017 (Note: New contract negotiations ongoing). See Attachment 10.
- E. Compensation Agreement Between the Office of the Attorney General and The American Federation of Government Employees, Local 1403 AFL-CIO; Effective 10/1/2017 through 9/30/2020. See Attachment 11.
- F. Working Conditions Bargaining Agreement Between the Office of the Attorney General and The American Federation of Government Employees, Local 1403 AFL-CIO; Effective 10/01/2017 through 09/30/2020. See Attachment 12.

**31. If there are any boards, commissions, or similar entities associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each meeting in FY17 or FY18, to date, if minutes were prepared. Please inform the Committee if the entity did not convene during any month.**

There are no boards or commissions associated with DOC.

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

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

1. D.C. Official Code §24-211.02. Powers; promulgation of rules. Jail Improvement Act of 2003:

DOC must to submit to the Council a quarterly report on environmental conditions in the Central Detention Facility. Specifically, the Act requires the following: Provide to the Council on a quarterly basis all internal reports relating to living conditions in the Central Detention Facility, including inmate grievances, the Crystal report, the monthly report on the Priority One environmental problems and the time to repair, the monthly report of the Environmental Safety Office, the monthly report on temperature control and ventilation, and the monthly report on the jail population that includes the number of people waiting transfer to the federal Bureau of Prisons and the average number of days that inmates waited for transfer.

DOC is in compliance with this requirement.

2. D.C. Official Code § 2-1901, et seq., Language Access Act:

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

DOC is in compliance with this requirement.

3. D.C. Official Code § 24-281, et seq., Inmate Welfare Fund:

The Inmate Welfare Fund is a non-lapsing fund that was created to serve three purposes:

- (1) to stock the commissary of the D.C. Jail,
- (2) to repay an initial appropriation used to finance the Fund, and
- (3) to provide goods and services that benefit inmates and are more specialized items at the District's correctional facilities.

The Fund shall be subject to annual audits scheduled by the Office of the Chief Financial Officer, which shall be submitted to the Council no later than February 1 of each year. The scope of the audit shall include an examination of the Department's use of Fund profits, including stocking the commissaries, low-bond releases, providing inmate clothing upon release, and funding transportation costs for inmates after release. The audit reports shall be submitted to the Council and the Mayor.

DOC is in compliance with this requirement.

4. D.C. Official Code §2-531 et seq. Freedom of Information Act (FOIA):

D.C. Code and agency policy require that annual report of FOIA processing activities be submitted to the Mayor.

DOC is in compliance with this requirement

5. D.C. Official Code § 24-276.03. Limitation on Use of Restraints:

Reporting requirements are that within 10 days after the Administrator authorizes the use of restraints pursuant to § 24-276.02(b), § 24-276.02(c), or § 24-276.02(d), the Administrator shall submit a written statement to the Director of the Department of Corrections in the case of confined women explaining the extraordinary circumstances and the reasons the use of restraints where necessary. The written statement must not include personal identifying information of the confined woman on whom restraints were used. Beginning January 1, 2016, and on an annual basis thereafter, the Department of Corrections shall provide the following information to the Council:

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

DOC is in compliance with these reporting requirements.

6. D.C. Official Code § 24-211.02a. Processing and Release of Inmates from the Central Detention Facility. Inmate Safe Release Act of 2012:

Requires the Department of Corrections to provide to the Council, on a quarterly basis, a list of all inmates who have been released in violation of the Inmate Safe Release Act of 2012. The list shall include the following information for each inmate released:

- (A) The custody status of the inmate before release (e.g., pre-trial detention, sentenced misdemeanor);
- (B) The reason for the inmate's release (e.g., completion of sentence, court order);
- (C) The date and time the Department of Corrections received the release order from the court or other authority; and
- (D) The date and time of the release.

DOC is in compliance with these reporting requirements.

**33. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.**

Please find below a list of DOC's employee training and continuing education information:

Training	Number of Employees	Instructor(s)
MSS Training: Progressive Discipline and Reasonable Suspicion	46	Paulette Johnson
Report Writing	137	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
Code of Ethics and Conduct	137	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
Discipline and Disciplinary Practices	137	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
Affirmative Attendance	137	Paulette Johnson
Use of Force	146	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
MEDAT	146	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
Customer Service	205	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
Security Operations	146	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace

<b>Training</b>	<b>Number of Employees</b>	<b>Instructor(s)</b>
Lesson Plan Development	7	Sherris Mundell
Workers' Compensation	47	Paulette Johnson
Case Management Training	38	Regina Gilmore
Defensive Tactics Instructor	15	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
Training for Trainers	15	Norma Smith-Heijtan
FOP DOC Contract Training	63	Paulette Johnson
NorthPointe	20	Regina Gilmore and Catherine Voss
Case Plan Refresher	21	Regina Gilmore
Sergeants Training	6	Lennard Johnson, Brian Kendall, and Walter Coley
NARCAN	40	Travis Gayles
Trauma Informed Care	16	Karma Cottman, Tiffany Turner, and Prechelle Shannon
Respectful Workplace	8	Stevyn Fogg
Crisis Intervention	32	Kevin O'Brien and Marc Dayton
Time and Attendance	28	Kimberly Gilchrest
Juvenile Training	10	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
D2A (Young Adult Training)	12	Willie Barr, Kent Dixon, Sharon Hargrove, Ervin Jones, Harry Lundy, Cortney Savage, and Nicole Wallace
Implicit Bias	12	Tiffany Simmons



**34. 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?**

Yes, DC DOC conducts annual performance evaluations of all its employees eligible to receive an annual performance evaluation. The employee's supervisor or a reviewer, in the absence of the supervisor, conducts performance evaluations. In order to ensure that agency employees are meeting individual job requirements, DOC refers to rules and guidelines set forth in the DC Personnel Regulations. The employee's Performance Plan which sets forth the performance expectations and development objectives that employees are expected to accomplish includes: competencies; SMART goals, and an Individual Development Plan. During this process, the employee and the supervisor communicate to clarify agency's goals, the division's goal, the employee's goals, expected outcomes, and how the success of the contributions will be assessed. Goals also include identifying and addressing an employee's individual developmental needs.

The Individual Development Plan is prepared in collaboration with the employee but is not part of the evaluation at the end of the rating period. DOC provides feedback to employees about performance expectations and work accountability. The agency also conducts mid-year progress discussions. In the event an employee is not succeeding or improving in his/her job performance, the supervisor develops a Performance Improvement Plan (PIP) in order to offer the employee an opportunity to demonstrate improvement. The PIP identifies the specific performance areas in which the employee is deficient and outlines concrete, measurable action steps the employee needs to take to improve in those areas.

A Performance Improvement Plan issued to an employee shall last for a period of thirty (30) to ninety (90) days.

**35. Please describe any initiatives that the agency implemented in FY17 and FY18, to date to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.**

1. **Completed CTF Transition:** On February 1, 2017 DOC assumed operations of the CTF, thus formally completing a transition over 18 months in the planning process. The expected results of this initiative will be DOC's ability to deploy staff and house inmates with greater flexibility between the two facilities in upcoming months, while also increasing programs offered to inmates.
2. **Enhanced the K-9 Program:** The agency recruited, selected, and trained additional Canine Handlers to fully staff the Canine Unit, providing coverage to both facilities across all shifts. The agency also evaluated, selected, and trained additional detection candidates. DOC obtained a Drug Enforcement Administration and District of Columbia Health Department Controlled Substances license and implemented a full in-house canine training program with the ability to assist other agencies with canine certifications. The expected results are to provide greater interdiction capabilities to deter, detect, and confiscate contraband.
3. **Creation of the Contraband Interdiction Team:** Contraband Interdiction Team members are properly trained and equipped to "strategically respond" to search and gather contraband and intelligence. No additional funding is required for this initiative. The results of this program have already provided an increased recovery of targeted contraband where information was gathered by intelligence such as a cell phone watch, controlled dangerous substances, and gang paraphernalia.
4. **Creation of the Transition Center:** DOC plans to change the name of the Intake unit to the "Transition Center". This is an effort to create a more calming and community-oriented processing environment for the newly arriving inmates. We are also planning to have the unit's environment lifted and enhanced via art/painting. The additional area of enhancement is the services/programs DOC offers inmates during the intake process. The Transition Center's expected result is to enhance the environment and intake process for inmates entering into our custody via South 2.

The goal is to develop a directional/focused intake environment, allowing inmates to create and receive a roadmap of success resulting from the information received during their initial interview and review in the transition center via a Multidisciplinary Team (MDT). The new arrival inmates will have the ability to sign up for services/programs before being assigned to their housing unit. At the end of the orientation, inmates will have the ability to identify and begin participating in programs/services sooner.

Representatives from each unit may begin monitoring the progress and evolving of the inmate's progression from intake (Multidisciplinary Team members consist of: Medical, Mental Health, Case Management, Programs, Operations, Education, Social Services, PREA, Community Corrections, and Religious Services staff).

5. **Established a 18-25 year old unit (Young Adult Program):** This is program unit was developed to meet the needs of inmates who are ages 18 to 25. Inmates in this unit are offered age-appropriate programming that is geared towards life-skills development, positive behavior intervention, and reentry focused outcomes.
6. **Established the Joint Shakedown Operation:** DOC has established and completed a joint shakedown operation with the Metropolitan Police Department of CDF from August 27, 2017 – August 31, 2017. This initiative resulted in a partnership with the Metropolitan Police Department to provide MPD with a better understanding of how the facility operates, as well as allowing for the removal of contraband at CDF.

7. **Restrictive Housing Committee:** DOC established a restrictive housing committee, which is a multi-disciplinary approach to review opportunities to reduce the use of restrictive housing and successfully reintegrate inmates in restrictive housing back to general population units (The multi-disciplinary committee consists of: Mental Health, Case Management, Programs, Operations, Social Services, and PREA staff)

36. **What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY18. How did the agency address its top priorities listed for this question last year?**

- h. A description of the initiative;**
- i. The funding required to implement the initiative; and**
- j. Any documented results of the initiative.**

In FY 2017, the agency's top priorities were as follows:

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

<b>FY17 Initiative</b>	<b>Update</b>
Support the merging of staff and cultures from CTF and CDF.	DOC has made considerable progress towards merging staff and cultures after assuming operations of CTF last February. Agency employee appreciation events have been well-attended by all staff, and staff worked together to once again show DOC's heart through their contributions to One Fund. Most policies and procedures apply uniformly at all DOC facilities.
Review and revise DOC's program and budget structure to align with new operating mode.	DOC has elected to delay any changes to its budget structure until it arrives at an optimally functioning organizational and program structure. DOC is still in the process of working through how best to serve inmates, DC taxpayers, and residents. It's most recent organizational change was as of January 22, 2018. These are described in the response to Council Question #1.
Assess and address human resources and training needs to recruit, retain, and continuously develop a correctional workforce that meets the District's needs and expectations. DOC will create and sustain a workforce well able to execute its mission with excellence and achieve its vision.	As a part of the reorganization efforts underway, DOC's training academy has now taken on the mission of providing Professional Development to all DOC staff in addition to its previous core functions and reports to the Deputy Director for Professional Development and College and Career Readiness. It is in the process of developing a new approach to providing professional development opportunities for all of DOC's workforce so that each employee is well prepared to optimally function in their positions and continues to hone and develop their skills.
Rethink inmate housing strategy. Develop and implement new good behavior incentives for inmates that support housing more inmates and deploying more staff at the CTF to more fully utilize it.	DOC has expanded the use of the CTF, with 26 of 27 housing units now being used for housing inmates and/or provision of programs and services.

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

<b>FY17 Initiative</b>	<b>Update</b>
Develop a mental health treatment community for inmates at CTF.	Plans are underway to develop a mental health treatment community for inmates housed at CTF.
Build and strengthen community partnerships and relationships with reentry supportive service providers.	DOC continues to build and strengthen community partnerships and relationships with reentry supportive service providers. It recently began partnering with the United Planning Organization as part of a three-year \$1 million Second Chance Act grant to carry out a Reentry Study Project. This study will use a randomized control trial to determine the impact of pre-release and post-release services and mentoring on recidivism outcomes and reentry experience of participants.
Encourage the development of inmate programs and services with a modular and continuity of service approach so that individuals can pick up where they left off during transitions from jail to community; or, for some individuals, occasionally from community to jail.	DOC remains confident as it talks with various program providers that the concept of modular programming will be more universally embraced as an effective means to provide programs to a primarily pre-trial population with indeterminate lengths of stay.
Support the planning and implementation of a Portal of Entry to expand the continuum of reentry services provided in the District.	DOC is actively engaged in preparing to implement the pilot of the Reentry Portal which will expand the continuum of reentry services provided in the District.

- (3) Procure goods and services effectively:

<b>FY17 Initiative</b>	<b>Update</b>
Formulate and release a competitive solicitation for comprehensive inmate health services.	DOC is nearing completion of the process of formulating a request for proposals (RFP) that will result in the solicitation of comprehensive inmate health services.
Procure inmate pharmaceuticals in a more cost-effective manner.	In July 2017, DOC began procuring inmate pharmaceuticals through the 340-B pricing program available to Unity Health Care, Inc. DOC expects that this will result in savings annually.

(4) Engage in needed strategic planning to improve agency operational effectiveness.

<b>FY17 Initiative</b>	<b>Update</b>
Improve emergency planning and risk management capability.	DOC staff are receiving training in emergency planning and risk management strategy.
Improve professional development with enhanced curricula in a new facility.	DOC is engaged in strategic planning from the ground up through its recently implemented DOC Stat process and has made progress in proposing long term goals and plans for the professional development division and support services division. DOC is actively working on strategic planning for expansion of programs.
Engage in development of an information systems and services strategic plan.	As the procurement of the information system upgrade comes to a close, and the technology mainstay is established, DOC will commence strategic planning for information systems and services.

(5) Enhance preventative maintenance program for DOC facilities.

Update:

- DOC is enhancing the agency's long-term facilities maintenance strategy, included but not limited to revisiting preventative maintenance /routine service contracts in FY2018.

**37. Please list each new program implemented by the agency during FY17 and FY18, to date. For each initiative, please provide:**

**a. A description of the initiative;**

**b. The funding required to implement the initiative; and**

**c. Any documented results of the initiative.**

Program	Description	Funding	Documented Results
Emerging Adult Unit	This is program unit was developed to meet the needs of inmates who are ages 18 to 25. Inmates in this unit are offered age-appropriate programming that is geared towards life-skills development, positive behavior intervention, and reentry focused outcomes.	Volunteer	There are currently 23 inmates in the Emerging Adult Unit
Substance Use Psycho-educational Program	This substance use educational programming is offered to inmates who are not able to receive RSAT programming.	Contracted service utilizing \$110,000 from the inmate welfare fund for FY18.	Eleven groups have been offered (303 inmates) from October 2017 through January 2018. This includes 20 juveniles, 85 women, and 198 men.
Community Mediation	In this program, volunteers meet with inmates to help mediate and mend relationships that are critical for successful reentry such as relationships with family members as well as relationships with employers.	Volunteer	New Program started in January 2018.
Domestic Violence Program	Community Family Life Services will provide domestic violence awareness workshops to all female populations, except the mental health unit, to include education and prevention.	Volunteer	New Program started in January 2018.
Inside Out Expansion (Howard University)	The Inside Out program has expanded to offer college level courses for the Juvenile Unit and the Young Adults Unit. The Inside Out program also began to add additional courses to the curriculum, including: Ethics and Politics; Police, Law, and Society; Advanced Legal Research; Economics in the Black Community; School to Prison Pipeline; Art and Social Justice; and the Inside Out Think Tank.	Volunteer	There are 37 inside students (inmates) and 43 outside students (Howard students).
Women's Wellness Expansion	Women's wellness education and HIV expanded to cover all women's units at DOC through Community Family Life Services.	Volunteer	New Program started in January 2018.
Financial Literacy	Industrial Bank is providing financial literacy programming to provide inmates with information related to budgeting, banking, and other fiscal responsibilities.	Volunteer	New Program started in January 2018.
Girl Scouts Informational Sessions	The Girl Scouts of America will periodically provide informational sessions for inmates with loved ones who may be interested in joining a girl scout troop. Referrals and applications will be generated to enroll girls ages 5-17 in the girl scouts during these sessions.	Volunteer	New Program started in January 2018.

Program	Description	Funding	Documented Results
DCPL Expansion	The DC Public Library branch serving DOC expanded services to serve both the CDF and CTF. DCPL opened a freestanding library at the CTF where inmates can visit weekly, check out books, and engage in social reading at the library. DCPL also launched a program called "Books from Birth." The purpose of this program is to help foster early childhood literacy by mailing children under the age of 5 a free book each month. All books are delivered by the US Postal Service.	Volunteer	There are now over 13,500 books in the DOC branch of DCPL, and 921 library cards were issued in FY17.
Empowerment Session Expansion	Empowerment Sessions are motivational discussions that DOC hosts to provide encouragement and guidance to the men, women, and youth in custody as they prepare to return to life in the community. Speakers have included government officials, authors, community members, and local activists.	Volunteer	There have been 16 Empowerment Sessions since the program began expanding in July 2017.
Fatherhood Initiative	Councilmember Trayon White sponsors the Black Fathers Matter initiative to provide wraparound services for returning citizens before they go home. A DOES representative also participates and discusses topics such as direct hiring and the referral process as well as available training opportunities. Presently, one session is held at CTF with the juveniles and the other session is held at CDF with the male population.	Volunteer	A total of 511 adult inmates and 22 juvenile inmates have participated in the Fatherhood Initiative.
Expanding College to Career Services	Provides Adult Basic Education (ABE) and Adult Secondary Education (ASE) instruction for students to improve literacy skills and prepare them for successful completion of the High School Equivalency (HSE) certification. The program also provides CTE (Career and Technical Education, formerly vocational training). Partners include: Howard University, American University, Georgetown University, University of the District of Columbia, and Ashland University.	Volunteer, operating dollars, and grant funding.	Started in January 2018.



**38. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY17 and FY18, to date.**

DOC measures programmatic success for each program and service provided to inmate using a variety of metrics related to the effectiveness and utilization rate. To this end, DOC has introduced a number of monthly metrics in FY2018 that allow the agency to identify program utilization in DOC facilities, program completion, and testing outcomes (for GED and certification programs). The agency focuses on enhancing successful engagement through increasing access and engagement with programs, mental health and substance use services, expanding the work readiness program, expanding Empowerment Sessions, instituting Family Reunification Days, maintaining a low rate of inmate grievances, expanding opportunities for work release, and expanding opportunities to take advantage of Good Time Credits.

DOC also examines recidivism, which is a measure of reduction in failure rate. Towards this end, DOC introduced two new Key Performance Indicators in its FY 2017 performance plan. These KPIs measure the effectiveness of the Residential Substance Abuse Treatment Program (RSAT) and the Reentry Program Unit in terms of reduction in recidivism rate for program graduates compared to that for a similar group of non-participants. The FY 2017 targets were 35% for RSAT effectiveness and 11% for Reentry effectiveness; both targets were met or exceeded. These metrics will be continued for FY 2018.

**39. What are the metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.**

The following are the top metrics used in operations:

- Program participation;
- Family and community engagement;
- Enhancement of service delivery;
- Number of Incidents;
- Restrictive Housing Population;
- Contraband Seized;
- Medical Outpost;
- Daily Transports;
- Daily Overtime; and
- Daily Non-Volunteer Overtime.

Additionally, DOC's measurement of success as an agency is the reduction in recidivism, which is a measure of reduction in failure rate. Towards this end, DOC has introduced two new Key Performance Indicators in its FY 2017 performance plan, which measure the effectiveness of the Residential Substance Abuse Treatment Program (RSAT) and the Reentry Program Unit in terms of reduction in recidivism rate for program graduates compared to that for a similar group of non-participants. The FY 2017 targets were 35% for RSAT effectiveness and 11% for Reentry effectiveness. DOC met or exceeded both targets with an end of FY2017 effectiveness of 38.8% for RSAT and 37.6% for Reentry.

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

Toward this end, DOC plans to initiate the means to capture some of this information through serving as a partner in the Reentry Project Study, a Second Chance Act mentoring grant of 3 years and \$996,000 awarded to the United Planning Organization and University of District of Columbia to study variables that affect reentry success among study participants that meet the study criteria (a small but significant subpopulation of DOC returning citizens). DOC is also a partner in the Second Chance Act for Developing a Strategic Reentry Plan for the District and hopes to include development of processes to collect and report this information in future.

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

DOC is a member of the following organizations:

The DOC is a member of:

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

The DOC is represented on:

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

The DOC is affiliated with:

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

**41. Please explain the impact on your agency of any legislation passed at the federal level during FY17 and FY18, to date, which significantly affected agency operations.**

There was no federal legislation passed during FY 2017 and FY 2018 that significantly impacted agency operations.

**42. Please describe any steps the agency took in FY17 and FY18, to date, to improve the transparency of agency operations.**

In fiscal years 2017 and 2018, DOC improved transparency by increasing the amount of feedback gathered from inmates through surveys and town halls designed to gather information about inmates' opinions and recommendations to help guide planning new programs and services. DOC is also implementing a newsletter to provide an additional outlet for inmates to be heard. The implementation of Family Reunification Days also provides community members with the opportunity to come into the facilities and meet the managers, staff, and volunteers working with their incarcerated loved ones.

The agency also increased access to DOC staff through increased presence at community meetings and reentry forums. In addition to a larger presence in the community, DOC has increased surveys and meetings with community-based organizations when considering innovative ideas. DOC also continues to increase transparency through enhancing the agency's website by posting policies and procedures as well as other helpful information for visitors.

To increase the presence of managers, DOC implemented increased rounding for senior level managers, and moved the Office for the Deputy Director for Operations to the jail. This increased transparency by management has been accompanied by an increase in utilization of press releases and open letters from the Director.

- 43. Please identify all electronic databases maintained by your agency, including the following:**
- a. A detailed description of the information tracked within each system;**
  - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and**
  - e. Whether the public can be granted access to all or part of each system.**

Please see the below table for information on electronic databases maintained by DOC:

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
JACCS	2001	Inmate Criminal Records and All Necessary Non-Health Related Inmate Information	Yes. RFP has solicited and closed.	Generally speaking, no. Parts of it are under the strictest privacy and security constraints for official District related requests, including research requests.	Yes	This dataset contains a wide array of inmate information dating back to 1975. It contains PII of pretrial and sentenced inmates who are or have been in DOC custody; PII of individuals who have visited former and current inmates; gang affiliations and the identity of inmate enemies; separatees and cooperators that, if released, would pose serious security risks and put the lives of inmates, staff, and citizens in jeopardy; and arrest information of pretrial inmates who have not been convicted. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code §§ 2-534(a)(2) and (a)(3)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCMR § 1-1004 (The Duncan Ordinance).
CENSUS TABLES	2006	JACCS Snapshot Datawarehouse to support Analysis	Not at this time	Only in aggregate form for reporting and analysis; subject to same restrictions as JACCS information.	Yes	This dataset contains a wide array of inmate information dating back to 1975. It contains PII of pretrial and sentenced inmates who are or have been in DOC custody; PII of individuals who have visited former and current inmates; gang affiliations and the identity of inmate enemies; separatees and cooperators that, if released, would pose serious security risks and put the lives of inmates, staff, and citizens in jeopardy; and arrest information of pretrial inmates who have not been convicted. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code §§ 2-534(a)(2) and (a)(3)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCMR § 1-1004 (The Duncan Ordinance).

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Centricity	2006	Inmate Electronic Medical Record	Not at this time.	No	Yes	This dataset contains medical and mental health records going back as far as 1975 of current and former inmates of the DOC. Information in this dataset is protected by 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), 5 U.S.C. § 552a (Federal Privacy Act), and D.C. Code § 14-307 (Physician/Mental Health Professional Privilege).
CIPS	2006	Correctional Pharmacy Information System	Yes. Interfaces currently being developed to enable electronic Medical Administration Record autopopulation.	No	Yes	This dataset contains medical and mental health records going back as far as 1975 of current and former inmates of the DOC. Information in this dataset is protected by 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), 5 U.S.C. § 552a (Federal Privacy Act), and D.C. Code § 14-307 (Physician/Mental Health Professional Privilege).

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
MicroMain	2010	Facilities Maintenance Information System	Not at this time	Some data is reported publicly because it is required by DC Statute.	No	
IT Asset Management System	2012	IT Asset Inventory Control System	Not at this time	No	No	
Helpdesk Ticket Management System	2013	IT helpdesk ticket control system	Not at this time	No	Yes	This dataset contains tracking of agency employee questions/requests to the agency's IT department and that department's proposed solutions. This dataset contains information that is subject to the deliberative process privilege and is protected by D.C. Code § 2-534(a)(4) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and In re Sealed Case, 121 F.3d 729 (D.C. Cir. 1997).
Policy Database	2004	Repository of Policy statements, SOPs, and Operational Memos, Change Notices, etc.	Assessment underway.	Most policy statements are posted publicly on DOC's website. SOPs are not posted publicly.	Partially	This dataset contains all of the policies and procedures of the agency. All policies and procedures, except those related to the safety and security procedures of the agency, are already made available to the public on the agency's website. The safety and security procedures cannot be released to the public because they contain security sensitive information and protocols that if released could compromise the agency's control of its facilities.
In Time	2012	Electronic Roster Management System	Not at this time	No	Yes	This dataset contains PII of employees of the DOC. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 1-631.01 (Personnel Records Policy), DCPM § 6B-3113 (Disclosure of Personnel Information), D.C. Code § 2-534(a)(2)(DC FOIA), and DCMR § 1-406.2 (DC FOIA Regulations).



Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Guard1 Rounds Tracking	2014	Tracks Correctional Officer Compliance with Rounds Policy	Not at this time	No	Yes	This dataset contains PII of employees of the DOC. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations) and DCPM § 6B-3113 (Disclosure of Personnel Information). This dataset also contains sensitive operational information.
Renovo	2014	Video Visitation Appointment Scheduling System	Not at this time	No	Yes	This dataset contains PII of inmates and individuals who have social visits with inmates in the DOC, as well as the substantive conversations between these individuals. These conversations can contain private or confidential information and can identify who inmates have relationships with, which can put the inmate and the inmate's visitors in danger. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), Adams v. Franklin, 924 A.2d 993 (D.C. 2007)(Attorney-Client Privilege), and D.C. Code § 14-306 (Spouse/Domestic Partner Privilege).
Performance Reporting Online (current system, legacy systems have been used since 2005)	2012	DOC Operational Performance Reporting System. Contains operational metrics.	Not at this time	Some data is reported publicly because it is required by DC Statute. Some is reported publicly through KPI tracker, in the PAR, budget book, and Track DC.	Yes	This dataset contains tracking of operational metrics that inform the agency of its performance in relation to its performance goals and brings agency attention to operational issues that need attention and/or action. Information in this dataset is relied upon to inform management decision-making in all areas of agency operations and contains information that is subject to the deliberative process privilege. This dataset is protected by D.C. Code § 2-534(4) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and In re Sealed Case, 121 F.3d 729 (D.C. Cir. 1997).

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
COMPAS	2014	Inmate Case Plan and Assessment System.	Not at this time	No	Yes	This dataset contains information related to inmate reentry plans and assessments. This data set contains PII of inmates as well as family members and associates, medical and mental health information, substance abuse information, and education information. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2) (DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code § 14-307 (Physician/Mental Health Professional Privilege), 34 C.F.R. § 99.30 (Disclosure of Education Records), 34 C.F.R. § 300.622 (Disclosure of Education Records of Individuals with Disabilities), and DCMR § 5-E2603 (Privacy of Student Records).
IRIS Scan	2013	Inmate biometric imaging system	Not at this time	No	Yes	This dataset contains PII of pretrial and sentenced inmates. Information in this dataset is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2)(DC FOIA), and DCMR § 1-406.2 (DC FOIA Regulations).

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Time Clock Plus	2012	Employee Biometric Timeclock	Not at this time	No. However, the timepunches are fed through an interface into PeopleSoft for payroll processing. So to the extent PeopleSoft information is made public, this information feeds into it.	Yes	This dataset contains PII of employees of the DOC. This information is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCPM § 6B-3113 (Disclosure of Personnel Information). This dataset also contains sensitive operational information.
Incident Database	2014	Repository of incident related information. Information can be printed out at the time of incident report generation, but is next to impossible to retrieve or mine. DOC is phasing this out.	Integrated upgrade with OMS being considered	No	Yes	This database is an archive of incident information in the DOC. It contains video surveillance, incident reports, incident notifications, and staff and inmate medical information. Information in this data set is protected by 5 U.S.C. § 552a (Federal Privacy Act), 45 C.F.R. 164 Subpart E (HIPAA), D.C. Code § 7-242 (Disclosure of Health and Human Services Information), D.C. Code § 7-1605 (Confidentiality of HIV Records), D.C. Code § 22-3903 (Confidentiality of HIV Test Results), D.C. Code § 14-307 (Confidentiality of Information Obtained from a Mental Health Professional), D.C. Code § 7-1201.02 (Confidentiality of Mental Health Information), D.C. Code § 7-1201.03 (Disclosure of Mental Health Notes), D.C. Code § 7-1231.10 (Mental Health Information Privacy), 42 U.S.C. § 290dd-2 (Confidentiality of Substance Abuse Treatment Records), 28 C.F.R. § 115.61 (PREA Reporting of Sexual Abuse Information), D.C. Code §§ 2-534(a)(2), (a)(3), and (a)(4)(DC FOIA), and DCMR § 1-406.2 (DC FOIA Regulations).

Dataset Name	In service since	Brief Description of the Dataset	Upgrades Planned	Is the data made Publicly Available?	Subject to Privacy (Protected) Restrictions?	If Yes, Why
Lotus Notes Databases: Districtwide Escape Monitoring System, LockupList, Prisoner Transport Report, Transaction Management System, Release Processing Application.	2002 (oldest) - 2013 (newest)	Various workflow management applications.	Yes. Migration to platforms aligned with District standards and/or integration with upgraded OMS planned.	No	Yes	Most information in these systems originates from one of the other listed and referenced systems. These datasets also contains PII of employees of the DOC. This information is protected by 5 U.S.C. § 552a (Federal Privacy Act), D.C. Code § 2-534(a)(2)(DC FOIA), DCMR § 1-406.2 (DC FOIA Regulations), and DCPM § 6B-3113 (Disclosure of Personnel Information). These datasets also contain sensitive operational information.

***44. Please provide a detailed description of any new technology acquired in FY17 and FY18, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.***

DOC did not acquire any new technology in FY17 or FY18, to date.

**45. How many in-person training programs for agency employees took place in FY17 and FY18, to date?**

There were a total of 99 in-person training programs, which are named below:

<b>DEPARTMENT OF CORRECTIONS TRAINING PROGRAMS (FL0) – FY2017 &amp; FY2018</b>		
NorthPointe Refresher Training	Implicit Bias	Counseling Techniques
Mental Illness	True Colors	Communications Skills
Conflict Management and Resolution	Crisis Communication	Post Order Review
Youthful Offenders and Positive Youth Development	Time and Attendance	Crisis Intervention Training
Supervision of Youthful Offenders	Respectful Workplace	Training for Trainers
Trauma Care	Staff PREA Initiative	Customer Service
NARCAN Training	Expectations of a Sergeant	Leadership
Suicide Prevention	Crime Scene Preservation	Firearms Pre-Qualification
Firearms Qualification	Case Plan Refresher	NorthPointe Compas Basic Training
Firearms: Safety, Care, Handling	Use of Force	Weapons Classroom Presentation
FOP DOC Working Conditions Contract Training	Weapons Qualification Practical	Defensive Tactics Instructor Training
PREA	Sexual Abuse and Misconduct	Lesson Plan Development
Workman's Compensation	J.A.C.C.S.	Court Haircuts
HWH Packages and Work Detail	Halfway House	Disciplinary Process
GED Transgender	Administrative Housing	Restrictive Housing
Inmate Reception Center	Inmate Handbook	Classification Process
Reentry and Risk Assessment	Reclassification	Clergy Visits
Volunteer Services	ACA Information	Inmate Grievance Procedure
Daily Log and Phone Contact List	Escorted Trips	Voting Process
Work Readiness Unit	Release Gratuity	Magnilink Voice
DCPL Library Card and Tour	Paperclip (Information System)	Juveniles/Inmate Education
Pipe Rounds	Chain of Command	Suicide Prevention
Employee Attire	Sex Offenders	Parole Hearings
BOP Inmates and Separations	Records	RSAT
TTY and NexTalk	Emergency Plans	Affirmative Attendance
Code of Ethics and Conduct	Inmate Rules	Discipline and Disciplinary Practices
Equal Employment Opportunity	MEDAT	Customer Service
Security Operations	Lesson Plan Development	Workers' Compensation
Incident Command System	Juvenile Training	Implicit Bias
Progressive Discipline and Reasonable Suspicion	Sexual Harassment	Gangs and Security Threat Groups
Spontaneous Knife Defense	Defensive Tactics	Ground Avoidance Ground Escape
Cultural Diversity	First Aid	CPR
De-Escalation		

**46. What training deficiencies, if any, did the agency identify for its employees during FY17 and FY18, to date?**

Currently, there are not any deficiencies within training. In FY7, DOC conducted an assessment of current training through the Global Corrections Assessment. DOC achieved a positive evaluation/assessment as a result of the audit. The trainings are going well and the assessments offered ways that we could enhance ACA standards and continue to review and update the curriculum.

The training academy has been realigned and is now directed by the Deputy Director of Professional Development, College and Career Readiness, Amy Lopez, who has a strong background in andragogy and professional development.

**47. Please provide an update on the following initiatives, including: the duration of the initiative; the cost of the initiative; the source of funds for the initiative; the frequency of the initiative; whether or not the initiative is currently taking place at the juvenile unit at CTF; and, if the initiative or programming has ceased, the reason for concluding the initiative or programming.**

- a. END SILENCE: Youth Speaking Up About Sexual Abuse in Custody;
- b. Free Minds Book Club & Writing Workshop;
- c. Residential Substance Abuse Treatment (“RSAT”);
- d. Mindfulness Meditation;
- e. Criminon;
- f. Women’s Wing; and
- g. Alliance of Concerned Men life skills sessions.

Please find DOC’s response to the above question in the chart below:

Initiative or Program	Duration of Initiative	Cost of Initiative	Frequency	Currently taking place in juvenile unit	If ceased, why did the initiative or program stop?
End silence: Youth Speaking Up About Sexual Abuse in Custody	Ongoing	N/A	N/A	This is a PREA document given to all inmates at intake	N/A
Free Minds Book Club & Writing Workshop	16 years, ongoing	N/A	Twice weekly	Yes	N/A
Residential Substance Abuse Treatment (RSAT)	11 years, ongoing	N/A	N/A	No	N/A
Mindfulness Meditation	6 years, ongoing	N/A	One Hour/Week/unit (RSAT units only)	No	N/A
Criminon	7 years, ongoing	N/A	Weekly	No	N/A
Women’s Wing	10 years, ongoing	N/A	One hour/week (RSAT men’s unit, Reentry Unit for Men, General Population for Women and C4A Unit)	No	N/A
Alliance of Concerned Men Life Skills sessions	One session	N/A	Once	No	Vendor could not continue in a volunteer capacity. Life skills programming is now provided to the juveniles by Hope Foundation. DOC also began to implement Empowerment Sessions in July 2017 with speakers that can provide information related to opportunities upon reentry, life skills, and other issues that are faced when reentering the community.



Juveniles have access to the following programs:

Program/Service	Frequency	Program/Service Offered
Hope Foundation	2x per week	Life skills and substance abuse education.
Free Minds Book Club	Weekly	Mentoring, book club, creative writing, and author talks.
Street Law (Mock Trials)	Yearly	A mock trial competition held between the law school students and DOC juvenile residents.
Library Services	Weekly	Access to DCPL library services and the Law Library.
DCPS General and Special Education curriculums	Daily	Juveniles work towards a high school diploma from their neighborhood high school.
DCPS Credit Recovery	Daily	An after-school program that offers an accelerated means of earning high school credits.
Religious Services	Weekly	Weekly Christian or Islamic services provided by religious volunteers.
Psychotherapy Services	Weekly	Sessions with a licensed therapist to discuss any emotional stressors or concerns.
Inside Out	Weekly	Howard University offers an Art for Justice course with inside students (inmates) and outside students (Howard students).

**48. Please provide an update on the Portal of Entry program.**

**a. Has a location for the program been identified?**

The location for the program has been identified and is being prepared for the program.

**b. When will the program begin serving customers, and which customers does/will it serve?**

The program will begin in the 3<sup>rd</sup> quarter of FY18 and will serve the men and women being released out of DOC's custody.

**c. Who will the initial phase of the program serve?**

The program will serve the men and women being released from DOC's custody.

**d. Has a Director for the program been hired? If so, please provide the Director's name and resume. If not, what is the status of the hiring process?**

Yes, the Director of the program is Jemea Goso. (Please see Attachment 13)

**e. Have the FTEs funded for the Portal been hired by the relevant agencies? If not, what is status of the hiring process?**

Yes, the hiring of the FTEs has begun.

**f. Have metrics for success of the program been identified? If so, what are the metrics? If not, what is the status of this process and when will it be completed?**

The Director of the Portal is working collaboratively with the DOC's internal data team and partnering agencies to establish metrics of success, and a data collection process.

**g. Has a reporting structure for the program been finalized? If so, what is this structure? If not, what is the status of this process and when will it be completed?**

The Director of the program will lead and implement the initiative, including establishing performance metrics. The Director of the program will collaborate with the participating agencies regarding the management and staffing of the agency-related Portal employees.

**h. Has DOC engaged stakeholders and members of the returning citizen community in the implementation of this program?**

During the Spring and Summer of FY17, DOC engaged in a variety of community forums to discuss the implementation of the Portal.

Since the onboarding of the Portal Director, DOC has also attended various community reentry committee meetings to provide an update on the Portal and provide an opportunity for participants to share feedback. DOC has also held a meeting with the co-chairs of the Reentry Action Network (RAN), Paula Thompson, Executive Director of Voices for a Second Chance and Tara Libert, Co-Founder and Executive Director Free Minds Book Club & Writing Workshop. During this meeting, it was collectively determined that the Portal Staff will attend RAN's monthly meetings to not only receive feedback on the implementation of the Portal, but to establish a process for ongoing collaboration and partnership. As the implementation process

continues, DOC will also engage with the men and women in DOC's custody and their loved ones.

***i. How with the Office on Returning Citizens Affairs be involved with this Program?***

MORCA will be the entity to which the Portal staff will refer Portal clients for additional service coordination and follow-up, depending on the needs of the individual. The Portal and MORCA are in the process of determining the logistics of the referral process from the Portal to MORCA, to not only ensure there is no lag in continuing to support clients as they transition back into the community, but to also ensure that communication between the Portal and MORCA is constant and consistent.

**49. Please provide an update on the specialized step- down unit at CDF.**

- a. What is the unit's status?**
- b. How many inmates have participated in the SDU since its inception?**
- c. How many inmates have graduated from the SDU, by month, in FY17 and FY18, to date?**
- d. Has the program been successful? How is the success of the program measured?**

The Mental Health Step Down Unit opened in May 2016. There have been 99 inmates on the step-down unit from May 2016 through January 24, 2018. Twenty-three inmates completed the program. Ten participants have been released to open population and five of those completed the nine-week program. There were 24 participants who were transferred to the federal system and, of these, 10 completed the program. Twenty-two (22) participants were released to the community and, of these, five completed the program. Five inmates were released to a program (RSAT, drug program in the community, and Work Readiness) and, of these, two completed the program. There were three inmates who were sent to the halfway house and, out of these, one completed the program. Seven went to Saint Elizabeth's (none of these inmates completed the program), and 14 had to be returned to the Acute Mental Health Unit. Currently, 14 participants remain on the unit.

Data shows that that the unit has been having a positive impact on the participants. Metrics examined relate to medication adherence, treatment plan compliance, cell cleanliness, personal hygiene, and participation in group activities. Overall, participants maintain compliance with their medication and maintain positive hygiene. Those that completed the program had a positive response to the program and adjusted well to being transferred to open population.

**50. Please provide, by month, the number of grievances filed by inmates at CTF and CDF since January 1, 2017.**

Please find below the number of grievances filed by inmates at DOC facilities since January 1, 2017:

Month	Number of Grievances Filed
January 2017	3
February 2017	11
March 2017	15
April 2017	17
May 2017	5
June 2017	15
July 2017	13
August 2017	22
September 2017	20
October 2017	22
November 2017	15
December 2017	26
January 2018 (as of 1/24/18)	10

**Response Time for Formal Grievances and Appeals by Fiscal Year**

**FY17 - January 2017 - September 2017**

**FY18 - October 2017 - January 2018**

	Response w/in 15 Days		Response w/in 31 Days	
	FY17	FY18	FY17	FY18
FY17 Step 1 (Informal Grievance) (Note: Informal grievances are handled by case managers within five days)	N/A	N/A	N/A	N/A
FY17 Step 2 (Formal Grievance)	100	61	21	9
FY17 Step 3 (Warden's Administrative Remedy)	1	0	0	0
FY17 Level 1 Appeal (Deputy Director)	0	1	0	0
FY17 Level 2 Appeal (Director)	0	0	0	0

**a. On a fiscal year basis, how many of these received a response within 15 days?**

One hundred (100) formal grievances were responded to within 15 days in FY 17 and sixty-one (61) formal grievances were responded to within 15 days in FY18, as of January 2018.

**b. How many were received within 31 days?**

Twenty-one (21) formal grievances were responded to in FY17 and nine (9) formal grievances were responded to in FY18 between 16 and 31 days.

**c. *How many were appealed to Level 2?***

The Inmate Grievance Process is comprised of steps and two opportunities for formal appeal:

1. Step 1 Informal Grievance;
2. Step 2 Formal Grievance;
3. Step 3 Warden's Administrative Remedy;
4. Level 1 Appeal to Deputy Director; and
5. Level 2 Appeal to Director.

Appeal to the Deputy Director is considered a Level 1 appeal, and only one inmate grievance was filed to the level of the Deputy Director in FY 2017. No grievances have been appealed to the level of the Deputy Director in FY 2018, to date (as of January 25, 2018).

**d. *How many Level 2 complaints received a response within 15 days?***

No inmate grievances that were appealed to the level of the Deputy Director in FY 2017 received a response within 15 days.

**e. *How many Level 2 complaints received a response within 31 days?***

One inmate grievance appealed to the level of the Deputy Director in FY 2017 received a response within 16 to 31 days.

**f. *How many reached the Director level (Level 3)?***

Appeal to the Director is considered a Level 2 appeal and is the highest level of appeal. No grievances reached the Director Level in FY 2017 or FY 2018, to date.

**g. *What was the average response time at Level 3?***

No inmate grievances were filed to the level of the Director in FY 2017 and FY 2018; therefore there is no average response time at this level of appeal.

**51. *How many inmates have taken advantage of the “good time credits” offered to inmates through the Neighborhood Engagement Achieves Results Act (“NEAR Act”)?***

DOC amended its regulations through emergency rules on September 29, 2016 and these rules were adopted as final on March 7, 2017 to increase the limit of Good Time Credits from 8 to 10 overall credits. All pretrial and sentenced inmates who participate in programs may earn up to 7 good time credits and those who remain free of disciplinary action may earn an additional 3 good time credits per month to be applied to misdemeanor sentences. A total of 248 inmates received good time credits in fiscal year 2017 for a total of 1,803 credits (or 1,803 days).

**a. How does DOC plan to increase the number of participating inmates?**

The DOC amended its DC Municipal Regulations Title 28-6 Good Time Credits, (GTC), to increase the number of credits an inmate can earn from 5 credits for program participation to 7 credits in addition to three earned for good behavior by remaining free of disciplinary action, for a total of 10 credits per month. This serves as an incentive to pursue constructive programming and is viewed positively by the inmate population. By increasing the offering and availability of programs such as reentry, education, vocational training, work details, and other opportunities, DOC can increase the number of inmates participating in earning good time credits. DOC has also developed a web-based system for maintaining and tracking GTCs. Staff received additional training on this web-based system in February 2018. Inmates are advised that sentenced misdemeanants who maintain good conduct and participate in programs may be eligible to receive good time credits to reduce time to be served.

**52. How many inmates have participated in the work release program allowed by the NEAR Act?**

34 Inmates have participated in the work release program.

**a. How does DOC plan to increase the number of participating inmates?**

A critical component of the DOC mission is to provide support to those in our custody preparing for community reintegration. The DOC will continue to work with Pre-Trial Services to have detainees who are gainfully employed processed as efficiently as possible in order to get them back into the workforce and increase their chances for success upon release and continue to create positive reentry pathways back into the community for its incarcerated citizens.

The Office of Community Corrections (OCC) staff have partnered with case managers to expand the identification of inmates that are eligible for halfway house placement starting at intake and throughout an inmate's stay. OCC also assigned a staff member to assist with completing new halfway house packages to increase the number of packages completed, and to be available to interview inmates who turned down placement in the halfway house despite being eligible.



**53. Please provide the inmate population at the CDF and CTF (DOC inmates only) as of the first Monday of the month for FY17 and FY18, to date.**

Listed below are the tabulations for the inmate population at CDF and CTF for DOC inmates only, as of the first Monday of the month for FY 2017 and FY 2018, through February 5, 2018. Please note that after 2/1/2017, Short Term Sentenced Felons and USMS GB inmates are included in the CTF count and the Title XVI youth are also included in the CTF count and not the CDF count, because DOC now supervises all inmates in custody and this better reflects how inmates are housed and supervised. Inmates at the hospital are not included in facility counts.

Date	CDF	CTF	CDF-CTF Combined
10/3/2016	1,285	562	1,847
11/7/2016	1,335	514	1,849
12/5/2016	1,324	469	1,793
1/2/2017	1,297	438	1,735
2/6/2017	1,293	570	1,863
3/6/2017	1,303	610	1,913
4/3/2017	1,365	610	1,975
5/1/2017	1,434	647	2,081
6/5/2017	1,426	677	2,103
7/3/2017	1,347	752	2,099
8/7/2017	1,418	708	2,126
9/4/2017	1,365	720	2,085
10/2/2017	1,385	694	2,079
11/6/2017	1,321	749	2,070
12/4/2017	1,312	715	2,027
1/1/2018	1,300	710	2,010

**54. Please include a monthly population breakdown, including the number of pre-trial felons, sentenced felons, pre-trial misdemeanants, sentenced misdemeanants, parole violators, writs/holds, and federal program failures, from January 1, 2016, until the present. Explain how these numbers were calculated.**

A monthly population breakdown, including the number of pre-trial felons (PF), sentenced felons (SF), pre-trial misdemeanants (PM), sentenced misdemeanants (SM), parole violators (PV), and writs/holds (WH) from January 1, 2016 until the present is provided for the first of each month in Table 14 below. As of February 1, 2017, all inmates are reported as DOC inmates, and the inmates previously noted as Short-Term Sentenced Felons are included in the Other Sentenced Felons while USMS GB inmates are included in the Short-Term Sentenced Felon counts.

	OT	PM	SM	PF	PV	SF			WH	Grand Total
Date						Short Term Sentenced Felons	Other Sentenced Felons	Total Sentenced Felons		
1/1/2016	10	150	132	866	419	58	95	153	84	1,814
2/1/2016	9	120	134	884	423	76	89	165	91	1,826
3/1/2016	12	109	138	853	452	89	161	138	90	1,815
4/1/2016	17	88	147	795	458	72	144	147	99	1,748
5/1/2016	10	122	161	822	437	107	156	161	93	1,801
6/1/2016	8	143	130	859	430	51	140	130	101	1,811
7/1/2016	5	123	165	864	455	73	143	165	94	1,849
8/1/2016	9	118	165	910	471	85	148	165	97	1,918
9/1/2016	3	121	172	904	441	86	143	172	86	1,870
10/1/2016	34	136	189	879	445	132	180	189	89	1,952
11/1/2016	21	131	172	960	468	102	154	172	90	1,996
12/1/2016	5	122	188	926	418	99	161	188	86	1,906
1/1/2017	4	121	169	941	386	97	141	169	76	1,838
2/1/2017	8	103	213	956	346	49	141	190	79	1,895
3/1/2017	3	91	227	983	357	53	147	200	93	1,954
4/1/2017	15	102	231	1,001	380	62	160	222	96	2,047
5/1/2017	5	123	241	1,037	376	79	171	250	105	2,137
6/1/2017	9	129	241	1,030	386	76	165	241	94	2,130
7/1/2017	13	131	230	1,005	373	99	189	288	77	2,117
8/1/2017	8	139	217	988	369	119	220	339	67	2,127
9/1/2017	11	127	221	967	415	123	205	328	61	2,130
10/1/2017	7	123	227	934	391	128	240	368	68	2,118
11/1/2017	7	104	225	933	373	141	228	369	71	2,082
12/1/2017	9	98	231	945	341	149	218	367	70	2,061
1/1/2018	9	101	204	946	334	157	216	373	90	2,057

**55. What was the average daily population at the CTF for FY17 and FY18, to date?**

For FY 2017 through January 31, 2017 the ADP at CTF was 474 local inmates, 57 Short Term Sentenced Felons (FBOP), and 51 USMS Greenbelt, MD inmates, or a total of 582. After February 1, 2017 all inmates were counted as DOC custody inmates, and the resulting FY 2017 CTF ADP on this basis was 603. The Q1 FY 2018 CTF ADP was 702 inmates.

**56. What is the daily population count for juveniles in DOC custody by gender and race for CY15, CY16, and CY17.**

The daily population count for juveniles is provided below for CY 2015, CY 2016 and CY 2017:

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
1/1/2015	13	0	0	0	13	0	9	4
1/2/2015	13	0	0	0	13	0	9	4
1/3/2015	13	0	0	0	13	0	9	4
1/4/2015	13	0	0	0	13	0	9	4
1/5/2015	13	0	0	0	13	0	9	4
1/6/2015	13	0	0	0	13	0	9	4
1/7/2015	13	0	0	0	13	0	9	4
1/8/2015	13	0	0	0	13	0	9	4
1/9/2015	14	0	0	0	14	0	10	4
1/10/2015	14	0	0	0	14	0	10	4
1/11/2015	14	0	0	0	14	0	10	4
1/12/2015	14	0	0	0	14	0	10	4
1/13/2015	14	0	0	0	14	0	10	4
1/14/2015	14	0	0	0	14	0	10	4
1/15/2015	14	0	0	0	14	0	10	4
1/16/2015	14	0	0	0	14	0	10	4
1/17/2015	14	0	0	0	14	0	10	4
1/18/2015	14	0	0	0	14	0	10	4
1/19/2015	14	0	0	0	14	0	10	4
1/20/2015	14	0	0	0	14	0	10	4
1/21/2015	13	0	0	0	13	0	9	4
1/22/2015	13	0	0	0	13	0	9	4
1/23/2015	13	0	0	0	13	0	9	4
1/24/2015	13	0	0	0	13	0	9	4
1/25/2015	13	0	0	0	13	0	9	4
1/26/2015	13	0	0	0	13	0	9	4
1/27/2015	13	0	0	0	13	0	9	4
1/28/2015	13	0	0	0	13	0	9	4
1/29/2015	13	0	0	0	13	0	9	4
1/30/2015	12	0	0	0	12	0	8	4

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	Total	Total	Other	Black	Total	Other	Black	Hispanic
1/31/2015	12	0	0	0	12	0	8	4
2/1/2015	12	0	0	0	12	0	8	4
2/2/2015	11	0	0	0	11	0	8	3
2/3/2015	11	0	0	0	11	0	8	3
2/4/2015	10	0	0	0	10	0	7	3
2/5/2015	10	0	0	0	10	0	7	3
2/6/2015	10	0	0	0	10	0	7	3
2/7/2015	10	0	0	0	10	0	7	3
2/8/2015	10	0	0	0	10	0	7	3
2/9/2015	10	0	0	0	10	0	7	3
2/10/2015	9	0	0	0	9	0	6	3
2/11/2015	9	0	0	0	9	0	6	3
2/12/2015	9	0	0	0	9	0	6	3
2/13/2015	10	0	0	0	10	0	7	3
2/14/2015	10	0	0	0	10	0	7	3
2/15/2015	11	0	0	0	11	0	8	3
2/16/2015	11	0	0	0	11	0	8	3
2/17/2015	11	0	0	0	11	0	8	3
2/18/2015	11	0	0	0	11	0	8	3
2/19/2015	11	0	0	0	11	0	8	3
2/20/2015	11	0	0	0	11	0	8	3
2/21/2015	11	0	0	0	11	0	8	3
2/22/2015	12	0	0	0	12	0	9	3
2/23/2015	12	0	0	0	12	0	9	3
2/24/2015	12	0	0	0	12	0	9	3
2/25/2015	11	0	0	0	11	0	8	3
2/26/2015	11	0	0	0	11	0	8	3
2/27/2015	11	0	0	0	11	0	8	3
2/28/2015	11	0	0	0	11	0	8	3

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
3/1/2015	11	0	0	0	11	0	8	3
3/2/2015	11	0	0	0	11	0	8	3
3/3/2015	11	0	0	0	11	0	8	3
3/4/2015	11	0	0	0	11	0	8	3
3/5/2015	11	0	0	0	11	0	8	3
3/6/2015	11	0	0	0	11	0	8	3
3/7/2015	11	0	0	0	11	0	8	3
3/8/2015	11	0	0	0	11	0	8	3
3/9/2015	11	0	0	0	11	0	8	3
3/10/2015	11	0	0	0	11	0	8	3
3/11/2015	11	0	0	0	11	0	8	3
3/12/2015	11	0	0	0	11	0	8	3
3/13/2015	11	0	0	0	11	0	8	3
3/14/2015	11	0	0	0	11	0	8	3
3/15/2015	11	0	0	0	11	0	8	3
3/16/2015	11	0	0	0	11	0	8	3
3/17/2015	11	0	0	0	11	0	8	3
3/18/2015	11	0	0	0	11	0	8	3
3/19/2015	11	0	0	0	11	0	8	3
3/20/2015	11	0	0	0	11	0	8	3
3/21/2015	11	0	0	0	11	0	8	3
3/22/2015	11	0	0	0	11	0	8	3
3/23/2015	11	0	0	0	11	0	8	3
3/24/2015	11	0	0	0	11	0	8	3
3/25/2015	11	0	0	0	11	0	8	3
3/26/2015	12	0	0	0	12	0	9	3
3/27/2015	12	0	0	0	12	0	9	3
3/28/2015	12	0	0	0	12	0	9	3
3/29/2015	12	0	0	0	12	0	9	3
3/30/2015	12	0	0	0	12	0	9	3
3/31/2015	12	0	0	0	12	0	9	3
4/1/2015	12	0	0	0	12	0	9	3
4/2/2015	12	0	0	0	12	0	9	3
4/3/2015	12	0	0	0	12	0	9	3
4/4/2015	12	0	0	0	12	0	9	3
4/5/2015	12	0	0	0	12	0	9	3
4/6/2015	12	0	0	0	12	0	9	3
4/7/2015	12	0	0	0	12	0	9	3
4/8/2015	12	0	0	0	12	0	9	3
4/9/2015	12	0	0	0	12	0	9	3
4/10/2015	12	0	0	0	12	0	9	3

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	Total	Total	Other	Black	Total	Other	Black	Hispanic
4/11/2015	12	0	0	0	12	0	9	3
4/12/2015	12	0	0	0	12	0	9	3
4/13/2015	12	0	0	0	12	0	9	3
4/14/2015	11	0	0	0	11	0	8	3
4/15/2015	10	0	0	0	10	0	7	3
4/16/2015	12	0	0	0	12	0	9	3
4/17/2015	13	0	0	0	13	0	10	3
4/18/2015	14	0	0	0	14	0	11	3
4/19/2015	14	0	0	0	14	0	11	3
4/20/2015	14	0	0	0	14	0	11	3
4/21/2015	13	0	0	0	13	0	10	3
4/22/2015	13	0	0	0	13	0	10	3
4/23/2015	14	0	0	0	14	0	11	3
4/24/2015	13	0	0	0	13	0	10	3
4/25/2015	11	0	0	0	11	0	8	3
4/26/2015	13	0	0	0	13	0	10	3
4/27/2015	13	0	0	0	13	0	10	3
4/28/2015	13	0	0	0	13	0	10	3
4/29/2015	14	0	0	0	14	0	11	3
4/30/2015	15	0	0	0	15	0	12	3
5/1/2015	15	0	0	0	15	0	12	3
5/2/2015	17	0	0	0	17	0	14	3
5/3/2015	17	0	0	0	17	0	14	3
5/4/2015	17	0	0	0	17	0	14	3
5/5/2015	17	0	0	0	17	0	14	3
5/6/2015	17	0	0	0	17	0	14	3
5/7/2015	16	0	0	0	16	0	13	3
5/8/2015	17	0	0	0	17	0	14	3
5/9/2015	17	0	0	0	17	0	14	3
5/10/2015	17	0	0	0	17	0	14	3
5/11/2015	17	0	0	0	17	0	14	3

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	Total	Total	Other	Black	Total	Other	Black	Hispanic
5/12/2015	15	0	0	0	15	0	12	3
5/13/2015	15	0	0	0	15	0	12	3
5/14/2015	16	0	0	0	16	0	13	3
5/15/2015	16	0	0	0	16	0	13	3
5/16/2015	16	0	0	0	16	0	13	3
5/17/2015	16	0	0	0	16	0	13	3
5/18/2015	16	0	0	0	16	0	13	3
5/19/2015	16	0	0	0	16	0	13	3
5/20/2015	16	0	0	0	16	0	13	3
5/21/2015	16	0	0	0	16	0	13	3
5/22/2015	16	0	0	0	16	0	13	3
5/23/2015	16	0	0	0	16	0	13	3
5/24/2015	16	0	0	0	16	0	13	3
5/25/2015	16	0	0	0	16	0	13	3
5/26/2015	16	0	0	0	16	0	13	3
5/27/2015	16	0	0	0	16	0	13	3
5/28/2015	16	0	0	0	16	0	13	3
5/29/2015	16	0	0	0	16	0	13	3
5/30/2015	16	0	0	0	16	0	13	3
5/31/2015	16	0	0	0	16	0	13	3
6/1/2015	16	0	0	0	16	0	13	3
6/2/2015	16	0	0	0	16	0	13	3
6/3/2015	16	0	0	0	16	0	13	3
6/4/2015	16	0	0	0	16	0	13	3
6/5/2015	15	0	0	0	15	0	12	3
6/6/2015	15	0	0	0	15	0	12	3
6/7/2015	15	0	0	0	15	0	12	3
6/8/2015	15	0	0	0	15	0	12	3
6/9/2015	16	0	0	0	16	0	13	3
6/10/2015	17	0	0	0	17	0	14	3
6/11/2015	16	0	0	0	16	0	13	3
6/12/2015	15	0	0	0	15	0	12	3



<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	Total	Total	Other	Black	Total	Other	Black	Hispanic
6/13/2015	15	0	0	0	15	0	12	3
6/14/2015	15	0	0	0	15	0	12	3
6/15/2015	15	0	0	0	15	0	12	3
6/16/2015	15	0	0	0	15	0	12	3
6/17/2015	15	0	0	0	15	0	12	3
6/18/2015	15	0	0	0	15	0	12	3
6/19/2015	15	0	0	0	15	0	12	3
6/20/2015	15	0	0	0	15	0	12	3
6/21/2015	15	0	0	0	15	0	12	3
6/22/2015	15	0	0	0	15	0	12	3
6/23/2015	15	0	0	0	15	0	12	3
6/24/2015	15	0	0	0	15	0	12	3
6/25/2015	15	0	0	0	15	0	12	3
6/26/2015	15	0	0	0	15	0	12	3
6/27/2015	16	0	0	0	16	0	13	3
6/28/2015	16	0	0	0	16	0	13	3
6/29/2015	16	0	0	0	16	0	13	3
6/30/2015	16	0	0	0	16	0	13	3
7/1/2015	16	0	0	0	16	0	13	3
7/2/2015	16	0	0	0	16	0	13	3
7/3/2015	17	0	0	0	17	0	14	3
7/4/2015	17	0	0	0	17	0	14	3
7/5/2015	17	0	0	0	17	0	14	3
7/6/2015	17	0	0	0	17	0	14	3
7/7/2015	18	0	0	0	18	0	14	4
7/8/2015	18	0	0	0	18	0	14	4
7/9/2015	18	0	0	0	18	0	14	4
7/10/2015	17	0	0	0	17	0	13	4
7/11/2015	17	0	0	0	17	0	13	4
7/12/2015	17	0	0	0	17	0	13	4
7/13/2015	17	0	0	0	17	0	13	4
7/14/2015	17	0	0	0	17	0	13	4
7/15/2015	16	0	0	0	16	0	13	3
7/16/2015	18	0	0	0	18	0	15	3

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
7/17/2015	18	0	0	0	18	0	15	3
7/18/2015	18	0	0	0	18	0	15	3
7/19/2015	18	0	0	0	18	0	15	3
7/20/2015	18	0	0	0	18	0	15	3
7/21/2015	18	0	0	0	18	0	15	3
7/22/2015	18	0	0	0	18	0	15	3
7/23/2015	18	0	0	0	18	0	15	3
7/24/2015	19	0	0	0	19	0	16	3
7/25/2015	19	0	0	0	19	0	16	3
7/26/2015	19	0	0	0	19	0	16	3
7/27/2015	19	0	0	0	19	0	16	3
7/28/2015	19	0	0	0	19	0	16	3
7/29/2015	19	0	0	0	19	0	16	3
7/30/2015	20	1	0	1	19	0	16	3
7/31/2015	19	0	0	0	19	0	16	3
8/1/2015	18	0	0	0	18	0	15	3
8/2/2015	18	0	0	0	18	0	15	3
8/3/2015	18	0	0	0	18	0	15	3
8/4/2015	18	0	0	0	18	0	15	3
8/5/2015	18	0	0	0	18	0	15	3
8/6/2015	18	0	0	0	18	0	15	3
8/7/2015	18	0	0	0	18	0	15	3
8/8/2015	19	0	0	0	19	0	16	3
8/9/2015	19	0	0	0	19	0	16	3
8/10/2015	19	0	0	0	19	0	16	3
8/11/2015	22	0	0	0	22	0	19	3
8/12/2015	20	0	0	0	20	0	17	3
8/13/2015	20	0	0	0	20	0	17	3
8/14/2015	20	0	0	0	20	0	17	3
8/15/2015	20	0	0	0	20	0	17	3
8/16/2015	20	0	0	0	20	0	17	3
8/17/2015	20	0	0	0	20	0	17	3
8/18/2015	20	0	0	0	20	0	17	3
8/19/2015	19	0	0	0	19	0	16	3
8/20/2015	20	0	0	0	20	0	17	3

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
8/21/2015	21	0	0	0	21	0	18	3
8/22/2015	21	0	0	0	21	0	18	3
8/23/2015	21	0	0	0	21	0	18	3
8/24/2015	21	0	0	0	21	0	18	3
8/25/2015	22	0	0	0	22	0	19	3
8/26/2015	21	0	0	0	21	0	18	3
8/27/2015	21	0	0	0	21	0	18	3
8/28/2015	20	0	0	0	20	0	17	3
8/29/2015	20	0	0	0	20	0	17	3
8/30/2015	20	0	0	0	20	0	17	3
8/31/2015	20	0	0	0	20	0	17	3
9/1/2015	20	0	0	0	20	0	17	3
9/2/2015	20	0	0	0	20	0	17	3
9/3/2015	21	0	0	0	21	0	18	3
9/4/2015	21	0	0	0	21	0	18	3
9/5/2015	21	0	0	0	21	0	18	3
9/6/2015	23	1	0	1	22	0	19	3
9/7/2015	23	1	0	1	22	0	19	3
9/8/2015	23	1	0	1	22	0	19	3
9/9/2015	22	1	0	1	21	0	18	3
9/10/2015	21	0	0	0	21	0	18	3
9/11/2015	23	2	0	2	21	0	18	3
9/12/2015	23	2	0	2	21	0	17	4
9/13/2015	23	2	0	2	21	0	17	4
9/14/2015	23	2	0	2	21	0	17	4
9/15/2015	21	0	0	0	21	0	17	4
9/16/2015	21	0	0	0	21	0	17	4
9/17/2015	21	0	0	0	21	0	17	4
9/18/2015	21	0	0	0	21	0	17	4
9/19/2015	22	0	0	0	22	0	18	4
9/20/2015	22	0	0	0	22	0	18	4
9/21/2015	22	0	0	0	22	0	18	4
9/22/2015	22	0	0	0	22	0	18	4
9/23/2015	22	0	0	0	22	0	18	4
9/24/2015	22	0	0	0	22	0	18	4
9/25/2015	22	0	0	0	22	0	18	4
9/26/2015	22	0	0	0	22	0	18	4
9/27/2015	24	0	0	0	24	0	20	4
9/28/2015	24	0	0	0	24	0	20	4

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
9/29/2015	22	0	0	0	22	0	18	4
9/30/2015	22	0	0	0	22	0	18	4
10/1/2015	22	0	0	0	22	0	18	4
10/2/2015	22	0	0	0	22	0	18	4
10/3/2015	22	0	0	0	22	0	18	4
10/4/2015	22	0	0	0	22	0	18	4
10/5/2015	22	0	0	0	22	0	18	4
10/6/2015	22	0	0	0	22	0	19	3
10/7/2015	22	0	0	0	22	0	19	3
10/8/2015	23	0	0	0	23	0	20	3
10/9/2015	23	0	0	0	23	0	20	3
10/10/2015	23	0	0	0	23	0	20	3
10/11/2015	22	0	0	0	22	0	19	3
10/12/2015	22	0	0	0	22	0	19	3
10/13/2015	22	0	0	0	22	0	19	3
10/14/2015	22	0	0	0	22	0	19	3
10/15/2015	23	0	0	0	23	0	20	3
10/16/2015	24	0	0	0	24	0	21	3
10/17/2015	24	0	0	0	24	0	21	3
10/18/2015	24	0	0	0	24	0	21	3
10/19/2015	24	0	0	0	24	0	21	3
10/20/2015	23	0	0	0	23	0	20	3
10/21/2015	22	0	0	0	22	0	19	3
10/22/2015	22	0	0	0	22	0	19	3
10/23/2015	22	0	0	0	22	0	19	3
10/24/2015	22	0	0	0	22	0	19	3
10/25/2015	23	0	0	0	23	0	20	3
10/26/2015	23	0	0	0	23	0	20	3
10/27/2015	23	0	0	0	23	0	20	3
10/28/2015	24	0	0	0	24	0	21	3
10/29/2015	24	0	0	0	24	0	21	3
10/30/2015	25	0	0	0	25	0	22	3
10/31/2015	23	0	0	0	23	0	21	2
11/1/2015	23	0	0	0	23	0	21	2
11/2/2015	22	0	0	0	22	0	20	2
11/3/2015	23	0	0	0	23	0	21	2
11/4/2015	23	0	0	0	23	0	21	2
11/5/2015	23	0	0	0	23	0	21	2

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
11/6/2015	23	0	0	0	23	0	20	3
11/7/2015	23	0	0	0	23	0	20	3
11/8/2015	25	0	0	0	25	0	22	3
11/9/2015	25	0	0	0	25	0	22	3
11/10/2015	25	0	0	0	25	0	22	3
11/11/2015	25	0	0	0	25	0	22	3
11/12/2015	26	0	0	0	26	0	23	3
11/13/2015	25	0	0	0	25	0	22	3
11/14/2015	25	0	0	0	25	0	22	3
11/15/2015	24	0	0	0	24	0	21	3
11/16/2015	24	0	0	0	24	0	21	3
11/17/2015	24	0	0	0	24	0	21	3
11/18/2015	24	0	0	0	24	0	21	3
11/19/2015	24	0	0	0	24	0	21	3
11/20/2015	24	0	0	0	24	0	21	3
11/21/2015	24	0	0	0	24	0	21	3
11/22/2015	24	0	0	0	24	0	21	3
11/23/2015	24	0	0	0	24	0	21	3
11/24/2015	28	0	0	0	28	0	23	5
11/25/2015	28	0	0	0	28	0	23	5
11/26/2015	27	0	0	0	27	0	24	3
11/27/2015	27	0	0	0	27	0	24	3
11/28/2015	27	0	0	0	27	0	24	3
11/29/2015	26	0	0	0	26	0	23	3
11/30/2015	26	0	0	0	26	0	23	3
12/1/2015	26	0	0	0	26	0	23	3
12/2/2015	26	0	0	0	26	0	23	3
12/3/2015	26	0	0	0	26	0	23	3
12/4/2015	26	0	0	0	26	0	23	3
12/5/2015	27	0	0	0	27	0	24	3
12/6/2015	26	0	0	0	26	0	23	3
12/7/2015	26	0	0	0	26	0	23	3
12/8/2015	26	0	0	0	26	0	23	3
12/9/2015	27	0	0	0	27	0	24	3
12/10/2015	27	0	0	0	27	0	24	3

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
12/11/2015	27	0	0	0	27	0	24	3
12/12/2015	28	0	0	0	28	0	25	3
12/13/2015	28	0	0	0	28	0	25	3
12/14/2015	28	0	0	0	28	0	25	3
12/15/2015	29	0	0	0	29	0	25	4
12/16/2015	29	0	0	0	29	0	25	4
12/17/2015	30	0	0	0	30	0	26	4
12/18/2015	30	0	0	0	30	0	26	4
12/19/2015	30	0	0	0	30	0	26	4
12/20/2015	31	0	0	0	31	0	27	4
12/21/2015	31	0	0	0	31	0	27	4
12/22/2015	30	0	0	0	30	0	26	4
12/23/2015	30	0	0	0	30	0	26	4
12/24/2015	29	0	0	0	29	0	25	4
12/25/2015	29	0	0	0	29	0	25	4
12/26/2015	29	0	0	0	29	0	25	4
12/27/2015	29	0	0	0	29	0	25	4
12/28/2015	29	0	0	0	29	0	25	4
12/29/2015	32	0	0	0	32	0	27	5
12/30/2015	31	0	0	0	31	0	26	5
12/31/2015	32	0	0	0	32	0	27	5
1/1/2016	29	0	0	0	29	0	25	4
1/2/2016	29	0	0	0	29	0	25	4
1/3/2016	29	0	0	0	29	0	25	4
1/4/2016	29	0	0	0	29	0	25	4
1/5/2016	28	0	0	0	28	0	24	4
1/6/2016	29	0	0	0	29	0	25	4
1/7/2016	27	0	0	0	27	0	23	4
1/8/2016	27	0	0	0	27	0	23	4
1/9/2016	28	0	0	0	28	0	24	4
1/10/2016	29	0	0	0	29	0	25	4
1/11/2016	29	0	0	0	29	0	25	4
1/12/2016	29	0	0	0	29	0	25	4
1/13/2016	29	0	0	0	29	0	25	4
1/14/2016	29	0	0	0	29	0	25	4
1/15/2016	29	0	0	0	29	0	25	4

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
1/16/2016	28	1	0	1	27	0	23	4
1/17/2016	29	1	0	1	28	0	24	4
1/18/2016	29	1	0	1	28	0	24	4
1/19/2016	29	1	0	1	28	0	24	4
1/20/2016	30	1	0	1	29	0	25	4
1/21/2016	30	1	0	1	29	0	25	4
1/22/2016	29	0	0	0	29	0	25	4
1/23/2016	29	0	0	0	29	0	25	4
1/24/2016	29	0	0	0	29	0	25	4
1/25/2016	28	0	0	0	28	0	24	4
1/26/2016	28	0	0	0	28	0	24	4
1/27/2016	27	0	0	0	27	0	23	4
1/28/2016	26	0	0	0	26	0	22	4
1/29/2016	26	0	0	0	26	0	22	4
1/30/2016	27	0	0	0	27	0	23	4
1/31/2016	27	0	0	0	27	0	23	4
2/1/2016	27	0	0	0	27	0	23	4
2/2/2016	27	0	0	0	27	0	23	4
2/3/2016	26	0	0	0	26	0	22	4
2/4/2016	26	0	0	0	26	0	22	4
2/5/2016	26	0	0	0	26	0	22	4
2/6/2016	28	0	0	0	28	0	23	5
2/7/2016	28	0	0	0	28	0	23	5
2/8/2016	27	0	0	0	27	0	22	5
2/9/2016	27	0	0	0	27	0	22	5
2/10/2016	27	0	0	0	27	0	22	5
2/11/2016	27	0	0	0	27	0	22	5
2/12/2016	26	0	0	0	26	0	22	4
2/13/2016	24	0	0	0	24	0	20	4
2/14/2016	24	0	0	0	24	0	20	4
2/15/2016	23	0	0	0	23	0	19	4
2/16/2016	23	0	0	0	23	0	19	4
2/17/2016	23	0	0	0	23	0	19	4
2/18/2016	24	1	1	0	23	0	19	4
2/19/2016	24	1	1	0	23	0	19	4
2/20/2016	23	0	0	0	23	0	19	4
2/21/2016	22	0	0	0	22	0	18	4
2/22/2016	22	0	0	0	22	0	18	4
2/23/2016	22	0	0	0	22	0	18	4
2/24/2016	22	0	0	0	22	0	18	4

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
2/25/2016	23	0	0	0	23	0	19	4
2/26/2016	22	0	0	0	22	0	18	4
2/27/2016	22	0	0	0	22	0	18	4
2/28/2016	22	0	0	0	22	0	18	4
2/29/2016	22	0	0	0	22	0	18	4
3/1/2016	23	0	0	0	23	0	19	4
3/2/2016	23	0	0	0	23	0	19	4
3/3/2016	24	0	0	0	24	0	20	4
3/4/2016	22	0	0	0	22	0	18	4
3/5/2016	22	0	0	0	22	0	18	4
3/6/2016	22	0	0	0	22	0	18	4
3/7/2016	22	0	0	0	22	0	18	4
3/8/2016	22	0	0	0	22	0	18	4
3/9/2016	22	0	0	0	22	0	18	4
3/10/2016	23	0	0	0	23	0	19	4
3/11/2016	24	0	0	0	24	0	20	4
3/12/2016	23	0	0	0	23	0	19	4
3/13/2016	23	0	0	0	23	0	19	4
3/14/2016	23	0	0	0	23	0	19	4
3/15/2016	23	0	0	0	23	0	19	4
3/16/2016	24	0	0	0	24	0	20	4
3/17/2016	23	0	0	0	23	0	19	4
3/18/2016	23	0	0	0	23	0	19	4
3/19/2016	22	0	0	0	22	0	18	4
3/20/2016	23	0	0	0	23	0	19	4
3/21/2016	23	0	0	0	23	0	19	4
3/22/2016	24	0	0	0	24	0	20	4
3/23/2016	23	0	0	0	23	0	19	4
3/24/2016	22	0	0	0	22	0	18	4
3/25/2016	22	0	0	0	22	0	18	4
3/26/2016	24	0	0	0	24	0	20	4
3/27/2016	24	0	0	0	24	0	20	4
3/28/2016	24	0	0	0	24	0	20	4
3/29/2016	22	0	0	0	22	0	18	4
3/30/2016	23	0	0	0	23	0	19	4
3/31/2016	23	0	0	0	23	0	19	4
4/1/2016	23	0	0	0	23	0	19	4
4/2/2016	23	0	0	0	23	0	19	4



<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
4/3/2016	23	0	0	0	23	0	19	4
4/4/2016	23	0	0	0	23	0	19	4
4/5/2016	22	0	0	0	22	0	18	4
4/6/2016	21	0	0	0	21	0	17	4
4/7/2016	20	0	0	0	20	0	16	4
4/8/2016	20	0	0	0	20	0	16	4
4/9/2016	19	0	0	0	19	0	15	4
4/10/2016	19	0	0	0	19	0	15	4
4/11/2016	19	0	0	0	19	0	15	4
4/12/2016	20	0	0	0	20	0	16	4
4/13/2016	19	0	0	0	19	0	15	4
4/14/2016	21	0	0	0	21	0	17	4
4/15/2016	22	1	0	1	21	0	17	4
4/16/2016	20	0	0	0	20	0	16	4
4/17/2016	21	0	0	0	21	0	17	4
4/18/2016	21	0	0	0	21	0	17	4
4/19/2016	21	0	0	0	21	0	17	4
4/20/2016	22	0	0	0	22	0	18	4
4/21/2016	22	0	0	0	22	0	18	4
4/22/2016	23	0	0	0	23	0	19	4
4/23/2016	23	0	0	0	23	0	19	4
4/24/2016	24	0	0	0	24	0	20	4
4/25/2016	24	0	0	0	24	0	20	4
4/26/2016	22	0	0	0	22	0	18	4
4/27/2016	22	0	0	0	22	0	18	4
4/28/2016	22	0	0	0	22	0	18	4
4/29/2016	22	0	0	0	22	0	18	4
4/30/2016	22	0	0	0	22	0	18	4
5/1/2016	22	0	0	0	22	0	18	4
5/2/2016	22	0	0	0	22	0	18	4
5/3/2016	22	0	0	0	22	0	18	4
5/4/2016	22	0	0	0	22	0	18	4
5/5/2016	22	0	0	0	22	0	18	4
5/6/2016	22	0	0	0	22	0	18	4
5/7/2016	22	0	0	0	22	0	18	4
5/8/2016	22	0	0	0	22	0	18	4
5/9/2016	22	0	0	0	22	0	18	4
5/10/2016	22	0	0	0	22	0	18	4
5/11/2016	22	0	0	0	22	0	18	4
5/12/2016	22	0	0	0	22	0	18	4

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
5/13/2016	22	0	0	0	22	0	18	4
5/14/2016	22	0	0	0	22	0	18	4
5/15/2016	22	0	0	0	22	0	18	4
5/16/2016	22	0	0	0	22	0	18	4
5/17/2016	21	0	0	0	21	0	17	4
5/18/2016	21	0	0	0	21	0	17	4
5/19/2016	21	0	0	0	21	0	17	4
5/20/2016	20	0	0	0	20	0	17	3
5/21/2016	21	0	0	0	21	0	18	3
5/22/2016	21	0	0	0	21	0	18	3
5/23/2016	21	0	0	0	21	0	18	3
5/24/2016	21	0	0	0	21	0	18	3
5/25/2016	20	0	0	0	20	0	18	2
5/26/2016	20	0	0	0	20	0	18	2
5/27/2016	21	0	0	0	21	0	19	2
5/28/2016	19	0	0	0	19	0	17	2
5/29/2016	19	0	0	0	19	0	17	2
5/30/2016	19	0	0	0	19	0	17	2
5/31/2016	19	0	0	0	19	0	17	2
6/1/2016	19	0	0	0	19	0	17	2
6/2/2016	19	0	0	0	19	0	17	2
6/3/2016	20	0	0	0	20	0	18	2
6/4/2016	20	0	0	0	20	0	18	2
6/5/2016	20	0	0	0	20	0	18	2
6/6/2016	20	0	0	0	20	0	18	2
6/7/2016	20	0	0	0	20	0	18	2
6/8/2016	20	0	0	0	20	0	18	2
6/9/2016	21	0	0	0	21	0	19	2
6/10/2016	22	0	0	0	22	0	20	2
6/11/2016	22	0	0	0	22	0	20	2
6/12/2016	22	0	0	0	22	0	20	2
6/13/2016	22	0	0	0	22	0	20	2
6/14/2016	22	0	0	0	22	0	20	2
6/15/2016	22	0	0	0	22	0	20	2
6/16/2016	23	0	0	0	23	0	21	2
6/17/2016	22	0	0	0	22	0	20	2
6/18/2016	23	0	0	0	23	0	21	2
6/19/2016	23	0	0	0	23	0	21	2
6/20/2016	23	0	0	0	23	0	21	2
6/21/2016	23	0	0	0	23	0	21	2
6/22/2016	23	0	0	0	23	0	21	2
6/23/2016	23	0	0	0	23	0	21	2

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
6/24/2016	23	0	0	0	23	0	21	2
6/25/2016	24	0	0	0	24	0	22	2
6/26/2016	24	0	0	0	24	0	22	2
6/27/2016	24	0	0	0	24	0	22	2
6/28/2016	24	0	0	0	24	0	22	2
6/29/2016	25	0	0	0	25	0	23	2
6/30/2016	25	0	0	0	25	0	23	2
7/1/2016	26	0	0	0	26	0	24	2
7/2/2016	26	0	0	0	26	0	24	2
7/3/2016	26	0	0	0	26	0	24	2
7/4/2016	26	0	0	0	26	0	24	2
7/5/2016	26	0	0	0	26	0	24	2
7/6/2016	25	0	0	0	25	0	23	2
7/7/2016	25	0	0	0	25	0	23	2
7/8/2016	27	0	0	0	27	0	25	2
7/9/2016	28	0	0	0	28	0	26	2
7/10/2016	29	0	0	0	29	1	26	2
7/11/2016	29	0	0	0	29	1	26	2
7/12/2016	28	0	0	0	28	0	26	2
7/13/2016	28	0	0	0	28	0	26	2
7/14/2016	28	0	0	0	28	0	26	2
7/15/2016	26	0	0	0	26	0	24	2
7/16/2016	26	0	0	0	26	0	24	2
7/17/2016	26	0	0	0	26	0	24	2
7/18/2016	26	0	0	0	26	0	24	2
7/19/2016	26	0	0	0	26	0	24	2
7/20/2016	26	0	0	0	26	0	24	2
7/21/2016	26	0	0	0	26	0	24	2
7/22/2016	24	0	0	0	24	0	23	1
7/23/2016	25	1	0	1	24	0	23	1
7/24/2016	25	1	0	1	24	0	23	1
7/25/2016	25	1	0	1	24	0	23	1
7/26/2016	25	0	0	0	25	0	24	1
7/27/2016	24	0	0	0	24	0	23	1
7/28/2016	24	0	0	0	24	0	23	1
7/29/2016	24	0	0	0	24	0	23	1
7/30/2016	24	0	0	0	24	0	23	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
7/31/2016	24	0	0	0	24	0	23	1
8/1/2016	24	0	0	0	24	0	23	1
8/2/2016	25	0	0	0	25	0	24	1
8/3/2016	25	0	0	0	25	0	24	1
8/4/2016	24	0	0	0	24	0	23	1
8/5/2016	24	0	0	0	24	0	23	1
8/6/2016	24	0	0	0	24	0	23	1
8/7/2016	23	0	0	0	23	0	22	1
8/8/2016	23	0	0	0	23	0	22	1
8/9/2016	22	0	0	0	22	0	21	1
8/10/2016	23	0	0	0	23	0	22	1
8/11/2016	22	0	0	0	22	0	21	1
8/12/2016	22	0	0	0	22	0	21	1
8/13/2016	22	0	0	0	22	0	21	1
8/14/2016	22	0	0	0	22	0	21	1
8/15/2016	22	0	0	0	22	0	21	1
8/16/2016	22	0	0	0	22	0	21	1
8/17/2016	22	0	0	0	22	0	21	1
8/18/2016	22	0	0	0	22	0	21	1
8/19/2016	23	0	0	0	23	0	22	1
8/20/2016	23	0	0	0	23	0	22	1
8/21/2016	23	0	0	0	23	0	22	1
8/22/2016	23	0	0	0	23	0	22	1
8/23/2016	23	0	0	0	23	0	22	1
8/24/2016	23	0	0	0	23	0	22	1
8/25/2016	24	0	0	0	24	0	23	1
8/26/2016	24	0	0	0	24	0	23	1
8/27/2016	23	0	0	0	23	0	22	1
8/28/2016	23	0	0	0	23	0	22	1
8/29/2016	23	0	0	0	23	0	22	1
8/30/2016	23	0	0	0	23	0	22	1
8/31/2016	23	0	0	0	23	0	22	1
9/1/2016	23	0	0	0	23	0	22	1
9/2/2016	23	0	0	0	23	0	22	1
9/3/2016	25	0	0	0	25	0	23	2
9/4/2016	25	0	0	0	25	0	23	2
9/5/2016	25	0	0	0	25	0	23	2

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
9/6/2016	24	0	0	0	24	0	22	2
9/7/2016	24	0	0	0	24	0	22	2
9/8/2016	25	0	0	0	25	0	23	2
9/9/2016	24	0	0	0	24	0	23	1
9/10/2016	25	0	0	0	25	0	24	1
9/11/2016	25	0	0	0	25	0	24	1
9/12/2016	25	0	0	0	25	0	24	1
9/13/2016	25	0	0	0	25	0	24	1
9/14/2016	25	0	0	0	25	0	24	1
9/15/2016	25	0	0	0	25	0	24	1
9/16/2016	25	0	0	0	25	0	24	1
9/17/2016	25	0	0	0	25	0	24	1
9/18/2016	25	0	0	0	25	0	24	1
9/19/2016	25	0	0	0	25	0	24	1
9/20/2016	25	0	0	0	25	0	24	1
9/21/2016	24	0	0	0	24	0	23	1
9/22/2016	24	0	0	0	24	0	23	1
9/23/2016	24	0	0	0	24	0	23	1
9/24/2016	24	0	0	0	24	0	23	1
9/25/2016	24	0	0	0	24	0	23	1
9/26/2016	24	0	0	0	24	0	23	1
9/27/2016	24	0	0	0	24	0	23	1
9/28/2016	24	0	0	0	24	0	23	1
9/29/2016	23	0	0	0	23	0	22	1
9/30/2016	23	0	0	0	23	0	22	1
10/1/2016	23	0	0	0	23	0	22	1
10/2/2016	23	0	0	0	23	0	22	1
10/3/2016	23	0	0	0	23	0	22	1
10/4/2016	24	0	0	0	24	0	22	2
10/5/2016	24	0	0	0	24	0	22	2
10/6/2016	23	0	0	0	23	0	21	2
10/7/2016	25	0	0	0	25	0	24	1
10/8/2016	24	0	0	0	24	0	23	1
10/9/2016	24	0	0	0	24	0	23	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
10/10/2016	24	0	0	0	24	0	23	1
10/11/2016	24	0	0	0	24	0	23	1
10/12/2016	24	0	0	0	24	0	23	1
10/13/2016	24	0	0	0	24	0	23	1
10/14/2016	24	0	0	0	24	0	23	1
10/15/2016	23	0	0	0	23	0	22	1
10/16/2016	23	0	0	0	23	0	22	1
10/17/2016	23	0	0	0	23	0	22	1
10/18/2016	25	0	0	0	25	0	24	1
10/19/2016	25	0	0	0	25	0	24	1
10/20/2016	25	0	0	0	25	0	24	1
10/21/2016	25	0	0	0	25	0	24	1
10/22/2016	26	0	0	0	26	0	25	1
10/23/2016	25	0	0	0	25	0	24	1
10/24/2016	25	0	0	0	25	0	24	1
10/25/2016	25	0	0	0	25	0	24	1
10/26/2016	25	0	0	0	25	0	24	1
10/27/2016	25	0	0	0	25	0	24	1
10/28/2016	25	0	0	0	25	0	24	1
10/29/2016	24	0	0	0	24	0	23	1
10/30/2016	24	0	0	0	24	0	23	1
10/31/2016	24	0	0	0	24	0	23	1
11/1/2016	24	0	0	0	24	0	23	1
11/2/2016	22	0	0	0	22	0	21	1
11/3/2016	22	0	0	0	22	0	21	1
11/4/2016	23	0	0	0	23	0	22	1
11/5/2016	22	0	0	0	22	0	21	1
11/6/2016	22	0	0	0	22	0	21	1
11/7/2016	22	0	0	0	22	0	21	1
11/8/2016	22	0	0	0	22	0	21	1
11/9/2016	21	0	0	0	21	0	20	1
11/10/2016	22	0	0	0	22	0	21	1
11/11/2016	22	0	0	0	22	0	21	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
11/12/2016	22	0	0	0	22	0	21	1
11/13/2016	22	0	0	0	22	0	21	1
11/14/2016	22	0	0	0	22	0	21	1
11/15/2016	23	0	0	0	23	0	22	1
11/16/2016	23	0	0	0	23	0	22	1
11/17/2016	23	0	0	0	23	0	22	1
11/18/2016	24	0	0	0	24	0	22	2
11/19/2016	24	0	0	0	24	0	23	1
11/20/2016	24	0	0	0	24	0	23	1
11/21/2016	24	0	0	0	24	0	23	1
11/22/2016	24	0	0	0	24	0	23	1
11/23/2016	24	0	0	0	24	0	23	1
11/24/2016	24	0	0	0	24	0	23	1
11/25/2016	24	0	0	0	24	0	23	1
11/26/2016	24	0	0	0	24	0	23	1
11/27/2016	24	0	0	0	24	0	23	1
11/28/2016	24	0	0	0	24	0	23	1
11/29/2016	25	0	0	0	25	0	24	1
11/30/2016	25	0	0	0	25	0	24	1
12/1/2016	25	0	0	0	25	0	24	1
12/2/2016	26	0	0	0	26	0	25	1
12/3/2016	26	0	0	0	26	0	25	1
12/4/2016	26	0	0	0	26	0	25	1
12/5/2016	26	0	0	0	26	0	25	1
12/6/2016	27	0	0	0	27	0	26	1
12/7/2016	28	0	0	0	28	0	27	1
12/8/2016	28	0	0	0	28	0	27	1
12/9/2016	29	0	0	0	29	0	28	1
12/10/2016	29	0	0	0	29	0	28	1
12/11/2016	28	0	0	0	28	0	27	1
12/12/2016	28	0	0	0	28	0	27	1
12/13/2016	28	0	0	0	28	0	27	1
12/14/2016	28	0	0	0	28	0	27	1
12/15/2016	24	0	0	0	24	0	23	1
12/16/2016	24	0	0	0	24	0	23	1
12/17/2016	25	0	0	0	25	0	24	1
12/18/2016	25	0	0	0	25	0	24	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
12/19/2016	25	0	0	0	25	0	24	1
12/20/2016	25	0	0	0	25	0	24	1
12/21/2016	24	0	0	0	24	0	23	1
12/22/2016	24	0	0	0	24	0	23	1
12/23/2016	24	0	0	0	24	0	23	1
12/24/2016	24	0	0	0	24	0	23	1
12/25/2016	25	0	0	0	25	0	24	1
12/26/2016	25	0	0	0	25	0	24	1
12/27/2016	25	0	0	0	25	0	24	1
12/28/2016	24	0	0	0	24	0	23	1
12/29/2016	24	1	0	1	23	0	22	1
12/30/2016	24	1	0	1	23	0	22	1
12/31/2016	24	1	0	1	23	0	22	1
1/1/2017	24	1	0	1	23	0	22	1
1/2/2017	24	1	0	1	23	0	22	1
1/3/2017	23	0	0	0	23	0	22	1
1/4/2017	23	0	0	0	23	0	22	1
1/5/2017	22	0	0	0	22	0	21	1
1/6/2017	22	0	0	0	22	0	21	1
1/7/2017	22	0	0	0	22	0	21	1
1/8/2017	21	0	0	0	21	0	20	1
1/9/2017	21	0	0	0	21	0	20	1
1/10/2017	21	0	0	0	21	0	20	1
1/11/2017	21	0	0	0	21	0	20	1
1/12/2017	21	0	0	0	21	0	20	1
1/13/2017	21	0	0	0	21	0	20	1
1/14/2017	22	0	0	0	22	0	21	1
1/15/2017	22	0	0	0	22	0	21	1
1/16/2017	22	0	0	0	22	0	21	1
1/17/2017	22	0	0	0	22	0	21	1
1/18/2017	22	0	0	0	22	0	21	1
1/19/2017	21	0	0	0	21	0	20	1
1/20/2017	21	0	0	0	21	0	20	1
1/21/2017	21	0	0	0	21	0	20	1
1/22/2017	21	0	0	0	21	0	20	1
1/23/2017	21	0	0	0	21	0	20	1
1/24/2017	21	0	0	0	21	0	20	1



<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
1/25/2017	21	0	0	0	21	0	20	1
1/26/2017	21	0	0	0	21	0	20	1
1/27/2017	21	0	0	0	21	0	20	1
1/28/2017	22	0	0	0	22	0	21	1
1/29/2017	24	0	0	0	24	0	23	1
1/30/2017	24	0	0	0	24	0	23	1
1/31/2017	25	0	0	0	25	0	24	1
2/1/2017	25	0	0	0	25	0	24	1
2/2/2017	25	0	0	0	25	0	24	1
2/3/2017	25	0	0	0	25	0	24	1
2/4/2017	26	0	0	0	26	0	25	1
2/5/2017	26	0	0	0	26	0	25	1
2/6/2017	26	0	0	0	26	0	25	1
2/7/2017	26	0	0	0	26	0	25	1
2/8/2017	26	0	0	0	26	0	25	1
2/9/2017	26	0	0	0	26	0	25	1
2/10/2017	26	0	0	0	26	0	25	1
2/11/2017	26	0	0	0	26	0	25	1
2/12/2017	26	0	0	0	26	0	25	1
2/13/2017	26	0	0	0	26	0	25	1
2/14/2017	26	0	0	0	26	0	25	1
2/15/2017	26	0	0	0	26	0	25	1
2/16/2017	25	0	0	0	25	0	24	1
2/17/2017	24	0	0	0	24	0	23	1
2/18/2017	24	0	0	0	24	0	23	1
2/19/2017	24	0	0	0	24	0	23	1
2/20/2017	24	0	0	0	24	0	23	1
2/21/2017	24	0	0	0	24	0	23	1
2/22/2017	23	0	0	0	23	0	22	1
2/23/2017	23	0	0	0	23	0	22	1
2/24/2017	23	0	0	0	23	0	22	1
2/25/2017	23	0	0	0	23	0	22	1
2/26/2017	23	0	0	0	23	0	22	1
2/27/2017	23	0	0	0	23	0	22	1
2/28/2017	22	0	0	0	22	0	21	1
3/1/2017	22	0	0	0	22	0	21	1
3/2/2017	22	0	0	0	22	0	21	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
3/3/2017	22	0	0	0	22	0	21	1
3/4/2017	22	0	0	0	22	0	21	1
3/5/2017	22	0	0	0	22	0	21	1
3/6/2017	22	0	0	0	22	0	21	1
3/7/2017	22	0	0	0	22	0	21	1
3/8/2017	22	0	0	0	22	0	21	1
3/9/2017	22	0	0	0	22	0	21	1
3/10/2017	22	0	0	0	22	0	21	1
3/11/2017	22	0	0	0	22	0	21	1
3/12/2017	22	0	0	0	22	0	21	1
3/13/2017	22	0	0	0	22	0	21	1
3/14/2017	22	0	0	0	22	0	21	1
3/15/2017	23	0	0	0	23	0	22	1
3/16/2017	24	0	0	0	24	0	23	1
3/17/2017	23	0	0	0	23	0	22	1
3/18/2017	22	0	0	0	22	0	21	1
3/19/2017	22	0	0	0	22	0	21	1
3/20/2017	22	0	0	0	22	0	21	1
3/21/2017	22	0	0	0	22	0	21	1
3/22/2017	22	0	0	0	22	0	21	1
3/23/2017	22	0	0	0	22	0	21	1
3/24/2017	22	0	0	0	22	0	21	1
3/25/2017	21	0	0	0	21	0	20	1
3/26/2017	21	0	0	0	21	0	20	1
3/27/2017	21	0	0	0	21	0	20	1
3/28/2017	21	0	0	0	21	0	20	1
3/29/2017	21	0	0	0	21	0	20	1
3/30/2017	21	0	0	0	21	0	20	1
3/31/2017	19	0	0	0	19	0	18	1
4/1/2017	19	0	0	0	19	0	18	1
4/2/2017	19	0	0	0	19	0	18	1
4/3/2017	19	0	0	0	19	0	18	1
4/4/2017	17	0	0	0	17	0	16	1
4/5/2017	17	0	0	0	17	0	16	1
4/6/2017	17	0	0	0	17	0	16	1
4/7/2017	18	0	0	0	18	0	17	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
4/8/2017	18	0	0	0	18	0	17	1
4/9/2017	18	0	0	0	18	0	17	1
4/10/2017	18	0	0	0	18	0	17	1
4/11/2017	18	0	0	0	18	0	17	1
4/12/2017	17	0	0	0	17	0	16	1
4/13/2017	16	0	0	0	16	0	15	1
4/14/2017	17	0	0	0	17	0	16	1
4/15/2017	16	0	0	0	16	0	15	1
4/16/2017	18	0	0	0	18	0	17	1
4/17/2017	16	0	0	0	16	0	15	1
4/18/2017	16	0	0	0	16	0	15	1
4/19/2017	17	0	0	0	17	0	16	1
4/20/2017	19	0	0	0	19	0	18	1
4/21/2017	19	0	0	0	19	0	18	1
4/22/2017	19	0	0	0	19	0	18	1
4/23/2017	19	0	0	0	19	0	18	1
4/24/2017	19	0	0	0	19	0	18	1
4/25/2017	18	0	0	0	18	0	17	1
4/26/2017	18	0	0	0	18	0	17	1
4/27/2017	18	0	0	0	18	0	17	1
4/28/2017	18	0	0	0	18	0	17	1
4/29/2017	18	0	0	0	18	0	17	1
4/30/2017	18	0	0	0	18	0	17	1
5/1/2017	18	0	0	0	18	0	17	1
5/2/2017	19	0	0	0	19	0	18	1
5/3/2017	19	0	0	0	19	0	18	1
5/4/2017	19	0	0	0	19	0	18	1
5/5/2017	18	0	0	0	18	0	17	1
5/6/2017	18	0	0	0	18	0	17	1
5/7/2017	18	0	0	0	18	0	17	1
5/8/2017	18	0	0	0	18	0	17	1
5/9/2017	18	0	0	0	18	0	17	1
5/10/2017	18	0	0	0	18	0	17	1
5/11/2017	18	0	0	0	18	0	17	1
5/12/2017	18	0	0	0	18	0	17	1
5/13/2017	17	0	0	0	17	0	16	1
5/14/2017	17	0	0	0	17	0	16	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
5/15/2017	17	0	0	0	17	0	16	1
5/16/2017	18	0	0	0	18	0	17	1
5/17/2017	18	0	0	0	18	0	17	1
5/18/2017	18	0	0	0	18	0	17	1
5/19/2017	18	0	0	0	18	0	17	1
5/20/2017	18	0	0	0	18	0	17	1
5/21/2017	18	0	0	0	18	0	17	1
5/22/2017	18	0	0	0	18	0	17	1
5/23/2017	17	0	0	0	17	0	16	1
5/24/2017	17	0	0	0	17	0	16	1
5/25/2017	17	0	0	0	17	0	16	1
5/26/2017	17	0	0	0	17	0	16	1
5/27/2017	17	0	0	0	17	0	16	1
5/28/2017	17	0	0	0	17	0	16	1
5/29/2017	17	0	0	0	17	0	16	1
5/30/2017	18	0	0	0	18	0	17	1
5/31/2017	18	0	0	0	18	0	17	1
6/1/2017	16	0	0	0	16	0	15	1
6/2/2017	17	0	0	0	17	0	16	1
6/3/2017	16	0	0	0	16	0	15	1
6/4/2017	16	0	0	0	16	0	15	1
6/5/2017	16	0	0	0	16	0	15	1
6/6/2017	15	0	0	0	15	0	14	1
6/7/2017	15	0	0	0	15	0	14	1
6/8/2017	15	0	0	0	15	0	14	1
6/9/2017	15	0	0	0	15	0	14	1
6/10/2017	14	0	0	0	14	0	13	1
6/11/2017	15	0	0	0	15	0	14	1
6/12/2017	15	0	0	0	15	0	14	1
6/13/2017	15	0	0	0	15	0	14	1
6/14/2017	15	0	0	0	15	0	14	1
6/15/2017	15	0	0	0	15	0	14	1
6/16/2017	15	0	0	0	15	0	14	1
6/17/2017	15	0	0	0	15	0	14	1
6/18/2017	15	0	0	0	15	0	14	1
6/19/2017	15	0	0	0	15	0	14	1
6/20/2017	16	0	0	0	16	0	15	1
6/21/2017	16	0	0	0	16	0	15	1
6/22/2017	16	0	0	0	16	0	15	1
6/23/2017	16	0	0	0	16	0	15	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
6/24/2017	16	0	0	0	16	0	15	1
6/25/2017	16	0	0	0	16	0	15	1
6/26/2017	16	0	0	0	16	0	15	1
6/27/2017	17	0	0	0	17	0	16	1
6/28/2017	17	0	0	0	17	0	16	1
6/29/2017	17	0	0	0	17	0	16	1
6/30/2017	17	0	0	0	17	0	16	1
7/1/2017	17	0	0	0	17	0	16	1
7/2/2017	17	0	0	0	17	0	16	1
7/3/2017	17	0	0	0	17	0	16	1
7/4/2017	18	0	0	0	18	0	17	1
7/5/2017	18	0	0	0	18	0	17	1
7/6/2017	18	0	0	0	18	0	17	1
7/7/2017	19	0	0	0	19	0	18	1
7/8/2017	19	0	0	0	19	0	18	1
7/9/2017	19	0	0	0	19	0	18	1
7/10/2017	19	0	0	0	19	0	18	1
7/11/2017	20	0	0	0	20	0	19	1
7/12/2017	20	0	0	0	20	0	19	1
7/13/2017	20	0	0	0	20	0	19	1
7/14/2017	20	0	0	0	20	0	19	1
7/15/2017	21	0	0	0	21	0	20	1
7/16/2017	21	0	0	0	21	0	20	1
7/17/2017	21	0	0	0	21	0	20	1
7/18/2017	21	0	0	0	21	0	20	1
7/19/2017	21	0	0	0	21	0	20	1
7/20/2017	21	0	0	0	21	0	20	1
7/21/2017	21	0	0	0	21	0	20	1
7/22/2017	23	0	0	0	23	0	22	1
7/23/2017	23	0	0	0	23	0	22	1
7/24/2017	23	0	0	0	23	0	22	1
7/25/2017	25	0	0	0	25	0	24	1
7/26/2017	25	0	0	0	25	0	24	1
7/27/2017	25	0	0	0	25	0	24	1
7/28/2017	24	0	0	0	24	0	23	1
7/29/2017	24	0	0	0	24	0	23	1
7/30/2017	24	0	0	0	24	0	23	1
7/31/2017	24	0	0	0	24	0	23	1
8/1/2017	24	0	0	0	24	0	23	1

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
8/2/2017	23	0	0	0	23	0	22	1
8/3/2017	23	0	0	0	23	0	22	1
8/4/2017	23	0	0	0	23	0	22	1
8/5/2017	23	0	0	0	23	0	22	1
8/6/2017	23	0	0	0	23	0	22	1
8/7/2017	23	0	0	0	23	0	22	1
8/8/2017	23	0	0	0	23	0	22	1
8/9/2017	23	0	0	0	23	0	22	1
8/10/2017	22	0	0	0	22	0	21	1
8/11/2017	23	0	0	0	23	0	22	1
8/12/2017	22	0	0	0	22	0	21	1
8/13/2017	22	0	0	0	22	0	21	1
8/14/2017	22	0	0	0	22	0	21	1
8/15/2017	22	0	0	0	22	0	21	1
8/16/2017	22	0	0	0	22	0	21	1
8/17/2017	22	0	0	0	22	0	21	1
8/18/2017	22	0	0	0	22	0	21	1
8/19/2017	22	0	0	0	22	0	21	1
8/20/2017	22	0	0	0	22	0	21	1
8/21/2017	22	0	0	0	22	0	21	1
8/22/2017	22	0	0	0	22	0	21	1
8/23/2017	22	0	0	0	22	0	21	1
8/24/2017	22	0	0	0	22	0	21	1
8/25/2017	22	0	0	0	22	0	21	1
8/26/2017	22	0	0	0	22	0	21	1
8/27/2017	22	0	0	0	22	0	21	1
8/28/2017	22	0	0	0	22	0	21	1
8/29/2017	22	0	0	0	22	0	21	1
8/30/2017	22	0	0	0	22	0	21	1
8/31/2017	21	0	0	0	21	0	20	1
9/1/2017	20	0	0	0	20	0	20	0
9/2/2017	20	0	0	0	20	0	20	0
9/3/2017	20	0	0	0	20	0	20	0
9/4/2017	20	0	0	0	20	0	20	0
9/5/2017	20	0	0	0	20	0	20	0
9/6/2017	20	0	0	0	20	0	20	0
9/7/2017	20	0	0	0	20	0	20	0

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
9/8/2017	20	0	0	0	20	0	20	0
9/9/2017	20	0	0	0	20	0	20	0
9/10/2017	20	0	0	0	20	0	20	0
9/11/2017	20	0	0	0	20	0	20	0
9/12/2017	20	0	0	0	20	0	20	0
9/13/2017	20	0	0	0	20	0	20	0
9/14/2017	20	0	0	0	20	0	20	0
9/15/2017	20	0	0	0	20	0	20	0
9/16/2017	20	0	0	0	20	0	20	0
9/17/2017	20	0	0	0	20	0	20	0
9/18/2017	20	0	0	0	20	0	20	0
9/19/2017	20	0	0	0	20	0	20	0
9/20/2017	20	0	0	0	20	0	20	0
9/21/2017	20	0	0	0	20	0	20	0
9/22/2017	18	0	0	0	18	0	18	0
9/23/2017	19	0	0	0	19	0	19	0
9/24/2017	19	0	0	0	19	0	19	0
9/25/2017	19	0	0	0	19	0	19	0
9/26/2017	19	0	0	0	19	0	19	0
9/27/2017	19	0	0	0	19	0	19	0
9/28/2017	19	0	0	0	19	0	19	0
9/29/2017	19	0	0	0	19	0	19	0
9/30/2017	19	0	0	0	19	0	19	0
10/1/2017	18	0	0	0	18	0	18	0
10/2/2017	18	0	0	0	18	0	18	0
10/3/2017	18	0	0	0	18	0	18	0
10/4/2017	18	0	0	0	18	0	18	0
10/5/2017	18	0	0	0	18	0	18	0
10/6/2017	18	0	0	0	18	0	18	0
10/7/2017	18	0	0	0	18	0	18	0
10/8/2017	18	0	0	0	18	0	18	0
10/9/2017	18	0	0	0	18	0	18	0
10/10/2017	18	0	0	0	18	0	18	0
10/11/2017	18	0	0	0	18	0	18	0
10/12/2017	18	0	0	0	18	0	18	0
10/13/2017	18	0	0	0	18	0	18	0
10/14/2017	18	0	0	0	18	0	18	0
10/15/2017	17	0	0	0	17	0	17	0
10/16/2017	17	0	0	0	17	0	17	0
10/17/2017	17	0	0	0	17	0	17	0
10/18/2017	17	0	0	0	17	0	17	0

<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
10/19/2017	17	0	0	0	17	0	17	0
10/20/2017	17	0	0	0	17	0	17	0
10/21/2017	17	0	0	0	17	0	17	0
10/22/2017	17	0	0	0	17	0	17	0
10/23/2017	17	0	0	0	17	0	17	0
10/24/2017	17	0	0	0	17	0	17	0
10/25/2017	17	0	0	0	17	0	17	0
10/26/2017	16	0	0	0	16	0	16	0
10/27/2017	16	0	0	0	16	0	16	0
10/28/2017	18	0	0	0	18	0	18	0
10/29/2017	18	0	0	0	18	0	18	0
10/30/2017	18	0	0	0	18	0	18	0
10/31/2017	18	0	0	0	18	0	18	0
11/1/2017	19	0	0	0	19	0	19	0
11/2/2017	18	0	0	0	18	0	18	0
11/3/2017	18	0	0	0	18	0	18	0
11/4/2017	19	0	0	0	19	0	19	0
11/5/2017	19	0	0	0	19	0	19	0
11/6/2017	19	0	0	0	19	0	19	0
11/7/2017	21	0	0	0	21	0	21	0
11/8/2017	21	0	0	0	21	0	21	0
11/9/2017	21	0	0	0	21	0	21	0
11/10/2017	22	0	0	0	22	0	22	0
11/11/2017	22	0	0	0	22	0	22	0
11/12/2017	22	0	0	0	22	0	22	0
11/13/2017	22	0	0	0	22	0	22	0
11/14/2017	22	0	0	0	22	0	22	0
11/15/2017	22	0	0	0	22	0	22	0
11/16/2017	22	0	0	0	22	0	22	0
11/17/2017	22	0	0	0	22	0	22	0
11/18/2017	22	0	0	0	22	0	22	0
11/19/2017	22	0	0	0	22	0	22	0
11/20/2017	22	0	0	0	22	0	22	0
11/21/2017	22	0	0	0	22	0	22	0
11/22/2017	22	0	0	0	22	0	22	0
11/23/2017	22	0	0	0	22	0	22	0
11/24/2017	25	0	0	0	25	0	25	0
11/25/2017	25	0	0	0	25	0	25	0



<b>Distinct Count Of Juveniles for CY 15 - CY 17</b>	189	9	1	9	180	1	167	12
	<b>Total Juveniles</b>	<b>Female Juveniles</b>			<b>Male Juveniles</b>			
<b>Date</b>	<b>Total</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Total</b>	<b>Other</b>	<b>Black</b>	<b>Hispanic</b>
11/26/2017	25	0	0	0	25	0	25	0
11/27/2017	25	0	0	0	25	0	25	0
11/28/2017	25	0	0	0	25	0	25	0
11/29/2017	25	0	0	0	25	0	25	0
11/30/2017	26	1	0	1	25	0	25	0
12/1/2017	25	1	0	1	24	0	24	0
12/2/2017	26	1	0	1	25	0	24	1
12/3/2017	26	1	0	1	25	0	24	1
12/4/2017	26	1	0	1	25	0	24	1
12/5/2017	26	1	0	1	25	0	24	1
12/6/2017	23	1	0	1	22	0	21	1
12/7/2017	22	1	0	1	21	0	20	1
12/8/2017	22	1	0	1	21	0	20	1
12/9/2017	22	1	0	1	21	0	20	1
12/10/2017	22	1	0	1	21	0	20	1
12/11/2017	22	1	0	1	21	0	20	1
12/12/2017	22	1	0	1	21	0	20	1
12/13/2017	22	1	0	1	21	0	20	1
12/14/2017	22	1	0	1	21	0	20	1
12/15/2017	22	1	0	1	21	0	20	1
12/16/2017	21	1	0	1	20	0	19	1
12/17/2017	23	1	0	1	22	0	21	1
12/18/2017	23	1	0	1	22	0	21	1
12/19/2017	24	1	0	1	23	0	22	1
12/20/2017	23	1	0	1	22	0	21	1
12/21/2017	23	1	0	1	22	0	21	1
12/22/2017	23	1	0	1	22	0	21	1
12/23/2017	22	0	0	0	22	0	21	1
12/24/2017	23	0	0	0	23	0	22	1
12/25/2017	23	0	0	0	23	0	22	1
12/26/2017	22	0	0	0	22	0	21	1
12/27/2017	22	0	0	0	22	0	21	1
12/28/2017	22	0	0	0	22	0	21	1
12/29/2017	23	0	0	0	23	0	22	1
12/30/2017	23	0	0	0	23	0	22	1
12/31/2017	23	0	0	0	23	0	22	1

**57.     *If funded in FY19, is DOC prepared to transfer custody of detained individuals under the age of 18 to the Department of Youth Rehabilitation Services?***

DOC continues to discuss the logistics of transferring custody of detained individuals under the age of 18 to the Department of Youth Rehabilitation Services with the senior staff at DYRS.

**58. Please provide DOC's current policy for room confinement for juveniles and describe the agency's compliance with the Improving Conditions of Confinement of Juveniles Act of 2016 (Title II of D.C. Law 21-0238).**

See Attachment 14 for DOC's Juvenile Disciplinary and Room Restriction Procedures.

**a. Additionally, please provide the following information for FY17 and FY18, to date:**

**1. The number of juveniles per day who were on room confinement;**

The chart below shows the number of juvenile inmates per day who were in room confinement in FY 2017:

Juvenile Inmates in Room Confinement Fiscal Year 2017									
Date	# in Room Conf.	Date	# in Room Conf.	Date	# in Room Conf.	Date	# in Room Conf.	Date	# in Room Conf.
1/1/2017	0	2/25/2017	0	4/21/2017	0	6/15/2017	0	8/9/2017	0
1/2/2017	0	2/26/2017	0	4/22/2017	0	6/16/2017	0	8/10/2017	0
1/3/2017	0	2/27/2017	0	4/23/2017	0	6/17/2017	0	8/11/2017	0
1/4/2017	0	2/28/2017	0	4/24/2017	0	6/18/2017	0	8/12/2017	0
1/5/2017	0	3/1/2017	0	4/25/2017	0	6/19/2017	0	8/13/2017	0
1/6/2017	0	3/2/2017	0	4/26/2017	0	6/20/2017	0	8/14/2017	0
1/7/2017	0	3/3/2017	0	4/27/2017	0	6/21/2017	0	8/15/2017	0
1/8/2017	0	3/4/2017	0	4/28/2017	0	6/22/2017	0	8/16/2017	0
1/9/2017	0	3/5/2017	0	4/29/2017	0	6/23/2017	0	8/17/2017	0
1/10/2017	0	3/6/2017	0	4/30/2017	0	6/24/2017	0	8/18/2017	0
1/11/2017	0	3/7/2017	0	5/1/2017	0	6/25/2017	0	8/19/2017	0
1/12/2017	0	3/8/2017	0	5/2/2017	0	6/26/2017	0	8/20/2017	0
1/13/2017	0	3/9/2017	0	5/3/2017	0	6/27/2017	0	8/21/2017	0
1/14/2017	0	3/10/2017	0	5/4/2017	0	6/28/2017	0	8/22/2017	0
1/15/2017	0	3/11/2017	11	5/5/2017	0	6/29/2017	0	8/23/2017	0
1/16/2017	0	3/12/2017	11	5/6/2017	0	6/30/2017	0	8/24/2017	0
1/17/2017	0	3/13/2017	11	5/7/2017	0	7/1/2017	0	8/25/2017	0
1/18/2017	0	3/14/2017	11	5/8/2017	0	7/2/2017	0	8/26/2017	0
1/19/2017	0	3/15/2017	11	5/9/2017	0	7/3/2017	0	8/27/2017	0
1/20/2017	0	3/16/2017	11	5/10/2017	0	7/4/2017	0	8/28/2017	0
1/21/2017	0	3/17/2017	11	5/11/2017	0	7/5/2017	0	8/29/2017	0
1/22/2017	0	3/18/2017	11	5/12/2017	0	7/6/2017	0	8/30/2017	2
1/23/2017	0	3/19/2017	11	5/13/2017	0	7/7/2017	0	8/31/2017	2
1/24/2017	0	3/20/2017	11	5/14/2017	0	7/8/2017	0	9/1/2017	0
1/25/2017	0	3/21/2017	11	5/15/2017	0	7/9/2017	0	9/2/2017	0
1/26/2017	0	3/22/2017	11	5/16/2017	0	7/10/2017	0	9/3/2017	0
1/27/2017	0	3/23/2017	11	5/17/2017	0	7/11/2017	0	9/4/2017	0
1/28/2017	0	3/24/2017	0	5/18/2017	0	7/12/2017	0	9/5/2017	0
1/29/2017	0	3/25/2017	0	5/19/2017	0	7/13/2017	0	9/6/2017	0
1/30/2017	0	3/26/2017	0	5/20/2017	0	7/14/2017	0	9/7/2017	0
1/31/2017	0	3/27/2017	0	5/21/2017	0	7/15/2017	0	9/8/2017	0
2/1/2017	0	3/28/2017	0	5/22/2017	0	7/16/2017	0	9/9/2017	0
2/2/2017	0	3/29/2017	0	5/23/2017	0	7/17/2017	0	9/10/2017	0
2/3/2017	0	3/30/2017	0	5/24/2017	0	7/18/2017	0	9/11/2017	0
2/4/2017	0	3/31/2017	0	5/25/2017	0	7/19/2017	0	9/12/2017	0
2/5/2017	0	4/1/2017	1	5/26/2017	0	7/20/2017	0	9/13/2017	0
2/6/2017	0	4/2/2017	1	5/27/2017	0	7/21/2017	0	9/14/2017	0
2/7/2017	0	4/3/2017	0	5/28/2017	0	7/22/2017	0	9/15/2017	0
2/8/2017	0	4/4/2017	0	5/29/2017	0	7/23/2017	0	9/16/2017	0
2/9/2017	0	4/5/2017	0	5/30/2017	0	7/24/2017	0	9/17/2017	0

2/10/2017	0	4/6/2017	0	5/31/2017	0	7/25/2017	0	9/18/2017	0
2/11/2017	0	4/7/2017	0	6/1/2017	0	7/26/2017	0	9/19/2017	0
2/12/2017	0	4/8/2017	0	6/2/2017	0	7/27/2017	0	9/20/2017	0
2/13/2017	0	4/9/2017	0	6/3/2017	0	7/28/2017	0	9/21/2017	0
2/14/2017	0	4/10/2017	0	6/4/2017	0	7/29/2017	0	9/22/2017	0
2/15/2017	0	4/11/2017	0	6/5/2017	0	7/30/2017	0	9/23/2017	0
2/16/2017	0	4/12/2017	0	6/6/2017	0	7/31/2017	0	9/24/2017	4
2/17/2017	0	4/13/2017	0	6/7/2017	0	8/1/2017	0	9/25/2017	4
2/18/2017	0	4/14/2017	0	6/8/2017	0	8/2/2017	0	9/26/2017	4
2/19/2017	0	4/15/2017	0	6/9/2017	0	8/3/2017	0	9/27/2017	4
2/20/2017	0	4/16/2017	0	6/10/2017	0	8/4/2017	0	9/28/2017	4
2/21/2017	0	4/17/2017	0	6/11/2017	0	8/5/2017	0	9/29/2017	4
2/22/2017	0	4/18/2017	0	6/12/2017	0	8/6/2017	0	9/30/2017	0
2/23/2017	0	4/19/2017	0	6/13/2017	0	8/7/2017	0		
2/24/2017	0	4/20/2017	0	6/14/2017		8/8/2017	0		

The chart below shows the number of juvenile inmates per day who were in room confinement in FY 2018, through January 26, 2018:

Juvenile Inmates in Room Confinement Fiscal Year 2018					
Date	# in Room Conf.	Date	# in Room Conf.	Date	# in Room Conf.
10/1/2017	0	11/10/2017	1	12/20/2017	0
10/2/2017	0	11/11/2017	1	12/21/2017	0
10/3/2017	0	11/12/2017	1	12/22/2017	0
10/4/2017	0	11/13/2017	3	12/23/2017	0
10/5/2017	0	11/14/2017	3	12/24/2017	0
10/6/2017	0	11/15/2017	0	12/25/2017	0
10/7/2017	0	11/16/2017	0	12/26/2017	0
10/8/2017	0	11/17/2017	0	12/27/2017	0
10/9/2017	0	11/18/2017	0	12/28/2017	0
10/10/2017	0	11/19/2017	0	12/29/2017	0
10/11/2017	0	11/20/2017	0	12/30/2017	0
10/12/2017	0	11/21/2017	0	12/31/2017	0
10/13/2017	0	11/22/2017	0	1/1/2018	0
10/14/2017	0	11/23/2017	0	1/2/2018	0
10/15/2017	0	11/24/2017	0	1/3/2018	0
10/16/2017	0	11/25/2017	0	1/4/2018	0
10/17/2017	0	11/26/2017	0	1/5/2018	0
10/18/2017	0	11/27/2017	0	1/6/2018	0
10/19/2017	0	11/28/2017	0	1/7/2018	0
10/20/2017	0	11/29/2017	0	1/8/2018	0
10/21/2017	0	11/30/2017	0	1/9/2018	0
10/22/2017	0	12/1/2017	0	1/10/2018	0
10/23/2017	0	12/2/2017	0	1/11/2018	0
10/24/2017	0	12/3/2017	0	1/12/2018	0
10/25/2017	0	12/4/2017	0	1/13/2018	0
10/26/2017	0	12/5/2017	0	1/14/2018	0
10/27/2017	0	12/6/2017	0	1/15/2018	0
10/28/2017	0	12/7/2017	0	1/16/2018	0
10/29/2017	0	12/8/2017	0	1/17/2018	0
10/30/2017	0	12/9/2017	0	1/18/2018	0
10/31/2017	0	12/10/2017	0	1/19/2018	0
11/1/2017	0	12/11/2017	0	1/20/2018	0
11/2/2017	0	12/12/2017	0	1/21/2018	0
11/3/2017	0	12/13/2017	0	1/22/2018	0
11/4/2017	0	12/14/2017	0	1/23/2018	0
11/5/2017	1	12/15/2017	0	1/24/2018	0
11/6/2017	1	12/16/2017	0	1/25/2018	0
11/7/2017	1	12/17/2017	0	1/26/2018	0
11/8/2017	1	12/18/2017	0		
11/9/2017	1	12/19/2017	0		

**2. The total number of incidents in which room confinement was utilized;**

During FY17, room confinement was used a total of 18 times due to inappropriate behavior on the unit, which justified the usage of separation from general population to ensure the operation staff had adequate time to investigate. Room confinement has been utilized four (4) times in FY18, as of January 31, 2018, due to inappropriate behavior.

**3. The number of requests for room confinement by juveniles;**

There were 11 juveniles who requested to be confined to their rooms in FY17 and three (3) in FY18.

**4. The number of times that juveniles were not notified of the specific conditions that resulted in the use of room confinement;**

None. All juveniles were notified of the specific conditions that resulted in the use of room confinement.

**5. The number of times that juveniles subject to room confinement were not provided with a mental health screening within one hour after placement;**

None. All juveniles placed on room confinement were provided with a mental health screening within one hour after placement.

**6. The average length of time juveniles spent in room confinement; and**

FY17	FY18 (as of January 31, 2018)
6.5 days	4 days

**7. The longest period of time that any juvenile was in room confinement.**

In FY 17, the longest period of room confinement was eight days, due to the time necessary for investigating the incident in question and eventually providing mediation between the inmates.

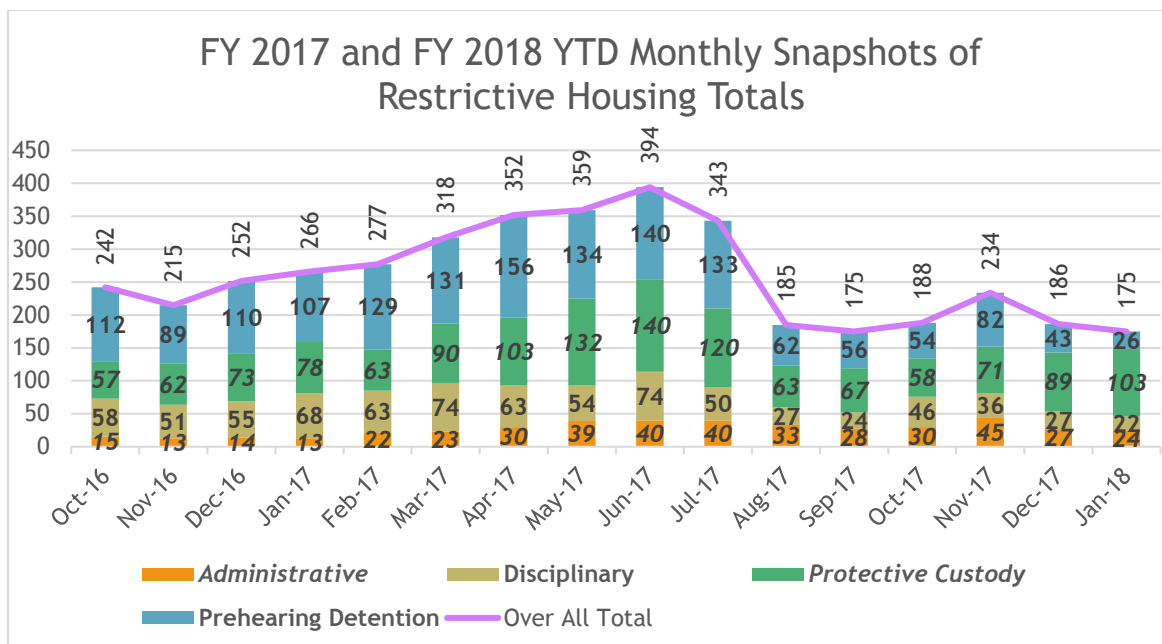
**b. Is the agency on track to submit the report required by Section 203(g) of the act above by March 1, 2018?**

The agency generates a monthly report of juveniles placed on room confinement, which includes the reason for placement, the length of placement, and any other pertinent notes related to placement. Because DOC staff regularly updates this information, this report will be up-to-date and ready for submission on March 1, 2018.

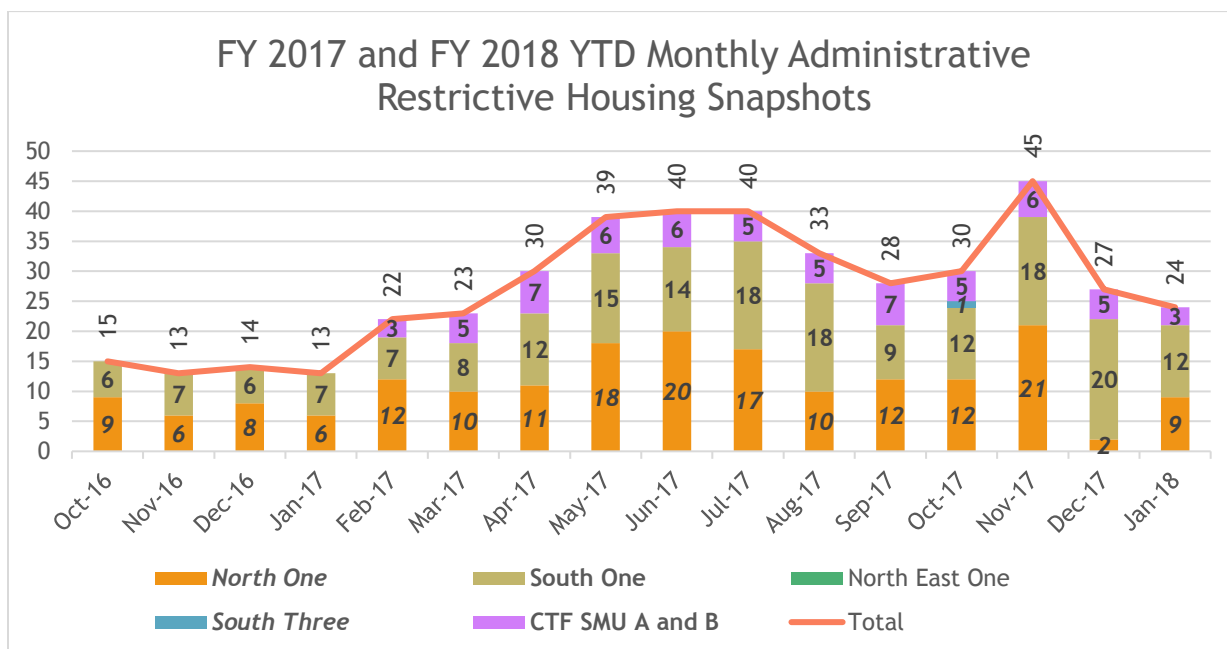
**c. Has the agency complied with the reporting requirements of Section 204?**

The agency regularly monitors and tracks juveniles placed on room confinement and related information. Because DOC staff regularly updates the information required for reporting, DOC is in a position to maintain compliance reporting requirements in Section 203 for the annual report to the Mayor and the Council.

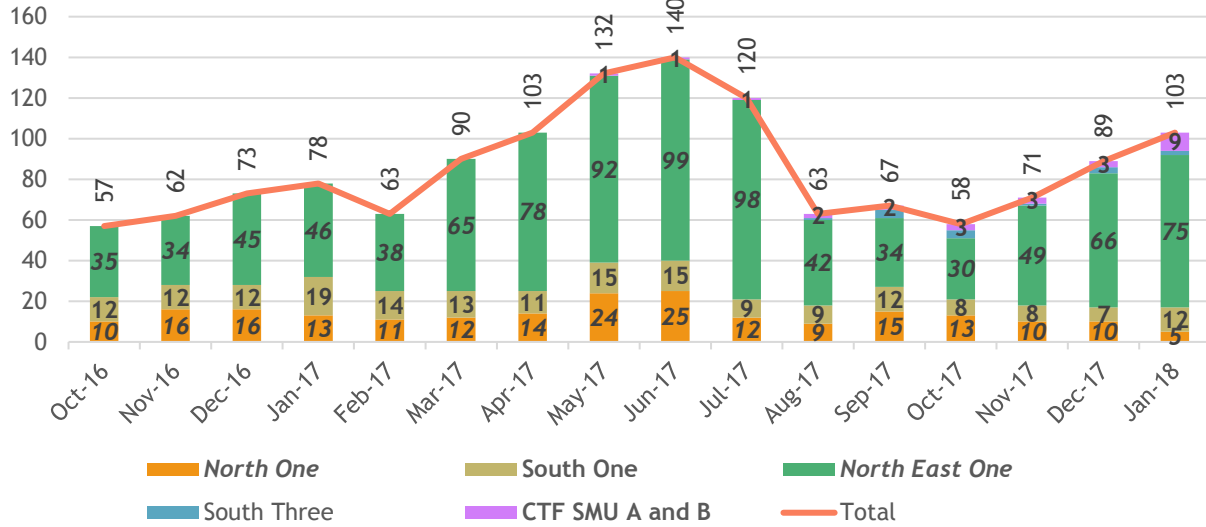
59. Please provide date on how many inmates have been housed in restrictive housing in FY17 and FY18, to date.



DOC continues to implement restrictive housing reform. Starting in August 2017, DOC considerably reduced the use of restrictive housing related to prehearing detention and greatly reduced the number of inmates placed in restrictive housing as a result.

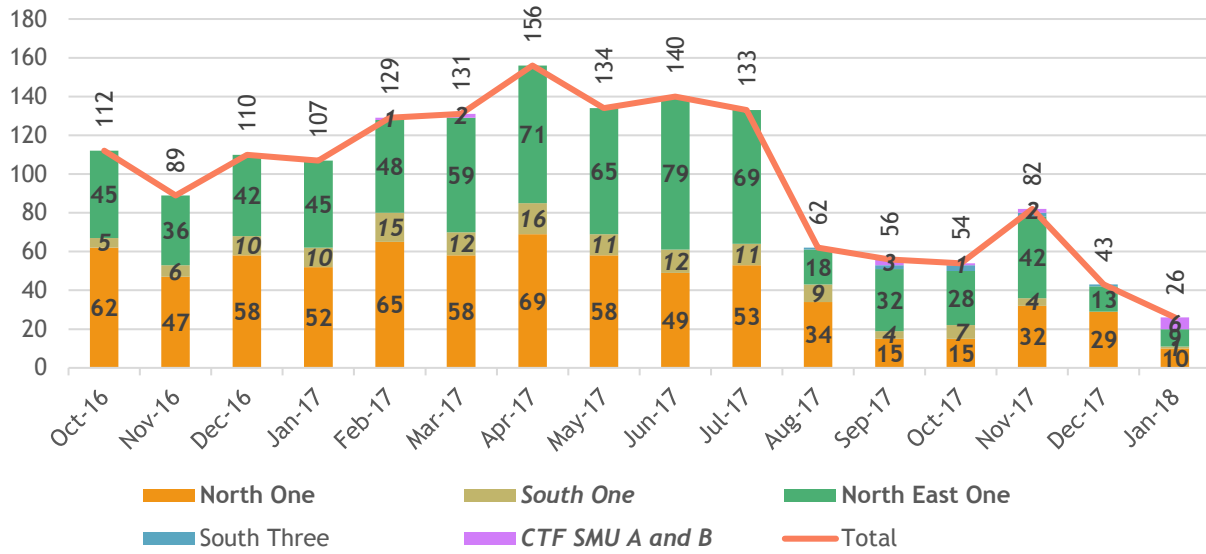


## FY 2017 and FY 2018 YTD Monthly Protective Custody Restrictive Housing Snapshots





## FY 2017 and FY 2018 YTD Monthly Prehearing Detention Restrictive Housing Snapshots



**60. *Please provide an update on the hiring of a Social Worker to work in conjunction with the mental health clinicians to serve the juvenile population at DOC.***

Currently, the juveniles have a Unity Clinician available to them for individual sessions and crisis management, if need be. This clinician and a DOC Social Worker participate as the clinical experts on the juvenile treatment team meetings. DOC is currently assessing how to further serve the juvenile population with an additional Social Worker.

**61. Please describe the steps that DOC has taken to reduce the inmate population at the CDF and CTF, including reducing the number of parole violators, sentenced felons, and writs/holds. What steps does DOC plan to take to further reduce or maintain the population levels at both facilities?**

### **Good Time Credit Act**

Pursuant to DC Law 18-372, DC Municipal Regulations Title 28-6 Good Time Credits, (GTC), eligible misdemeanants receive a reduction of up to 5 days per month for participation in programs such as reentry, education, vocational training, and work details (and 3 days for good behavior). This serves as an incentive to pursue constructive programming and is viewed positively by the inmate population. The passage of the NEAR Act increased the number of credits per month from 8 to 10.

### **Strategic Planning on Re-Entry Grant**

The FY 2017 ADP at CDF and CTF respectively were 1,351 inmates and 603 inmates; for FY 2018 YTD through December 31, 2017, the ADP at each facility is 1,356 inmates and 702 inmates, respectively. DOC continues to support, as requested, the District's diversion efforts as well as reentry supports, both of which have significantly reduced the numbers of persons re-incarcerated at DOC within a 12-month period of release. The percentages (as a fraction of annual releases) of persons re-incarcerated within a 12-month period of release have remained steady, because the total annual intakes and total annual releases themselves have until the recent past been on the decline.

### **Programs/Services**

DOC's population growth of nearly 500 inmates on an average daily basis since the historic lows experienced in FY 2015 has been almost entirely due to increases in the number of pretrial detainees with at least one felony charge, the number of sentenced misdemeanants, and to a lesser extent the number of fugitives held for extradition who have waived extradition hearings. These populations reflect local law enforcement response initiatives based on community crime and DOC must be prepared to provide services as needed in response.

In the long term, as the District begins to recognize that the jail population is integral to the community and develops community centered service models to both address the needs of the criminal justice involved population as well as prevent future involvement, the District can realize the benefits resulting from a much smaller jail population.

### **Portal of Entry**

A part of the strategy to maintain and strengthen community integration of the inmate population could be to expand the process of thinking of the jail as just another service site where constituents continue to be provided many community services. DCPS, DCPL, and DOES have already provided services to the benefit of inmates.

DOC has also recently partnered with the Criminal Justice Coordinating Council (CJCC) to develop a District wide recidivism reduction strategic plan funded by a Second Chance Act grant from the Bureau of Justice Assistance. This initiative allows DOC to work with the CJCC, stakeholders, and the Vera Institute of Justice to complete an evaluation of criminal justice data to identify drivers of recidivism, and develop a data-driven, District-wide strategic plan for reducing recidivism.

**62. As of January 1, 2018, what was the average time (in days) between sentencing and Bureau of Prisons ("BOP") designation of felons by DOC?**

As of January 1, 2018, the average length of stay between sentencing and designation for sentenced felons with no writs or parole violation offenses was 47 days for FY 2017 and FY 2018, through January 1, 2018. This is markedly higher than the 33 days reported for FY 2016 and Q1 FY 2017 last year, because of three months (February 2017, April 2017, and October 2017) during which the average time to designation was approximately two times that required in other months.

Year	Month	Inmates	Average Days From Commitment To Sentence	Average Days From Sentence to Designation	Average Days From Designation to Release
2017	10	77	145	30	13
	11	98	153	25	18
	12	101	157	26	13
	1	62	156	48	16
	2	68	109	74	8
	3	52	123	37	14
	4	103	122	80	9
	5	87	140	57	9
	6	66	121	33	17
	7	47	126	42	4
	8	63	96	44	7
	9	11	161	49	49
2018	10	74	125	88	13
	11	81	154	29	11
	12	22	104	23	29
Total		1012	134	47	13

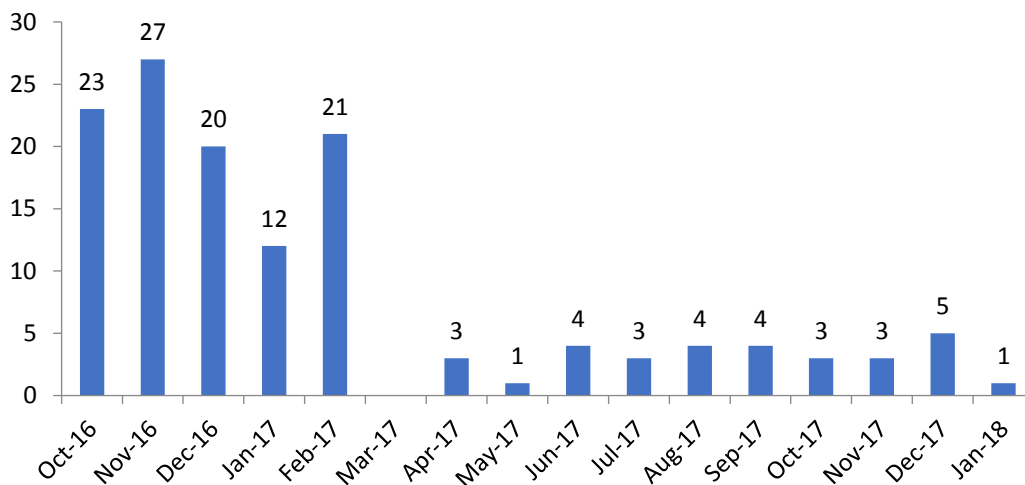
**63. As of January 1, 2018, how many sentenced felons were “billable” to BOP?**

On January 15, 2018, 180 sentenced felons were billable to the FBOP. There were 100 inmates billable at the rate of \$130.99 under the Short Term Sentenced Felon Program. 3 inmates were Juvenile Sentenced Felons billable at the rate of \$230.00 per day. 58 inmates were designated to DOC, 11 were Parole Violators, 7 were BOP Weekenders, and 1 was a Federal Program Failure, all of whom were all billable at the rate of \$122.28 per day.

**64. Please provide on a monthly basis, the number of inmate-on-inmate assaults (including the type of assault) assaults on staff, and allegations of staff-on-inmate assaults, for FY17 and FY18, to date. Please explain any trends.**

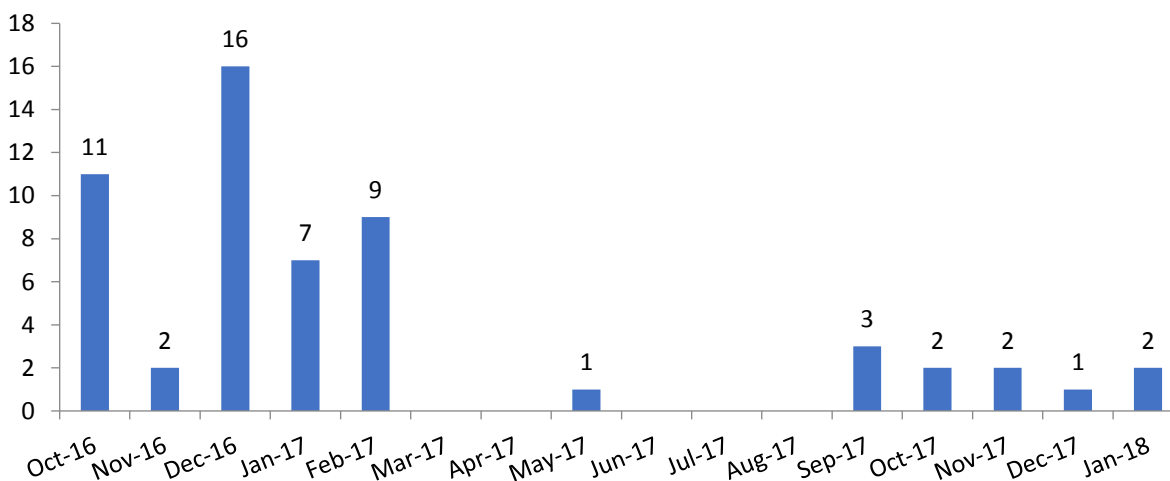
During FY 2017, there were 122 inmate-on-inmate assaults, 49 inmate-on-staff assaults, and 5 allegations of staff-on-inmate assaults. In FY 2018, through January 31, 2018, there have been 12 inmate-on-inmate assaults, 7 inmate-on-staff assaults, and 2 allegations of staff-on-inmate assaults.

### Inmate on Inmate Assaults



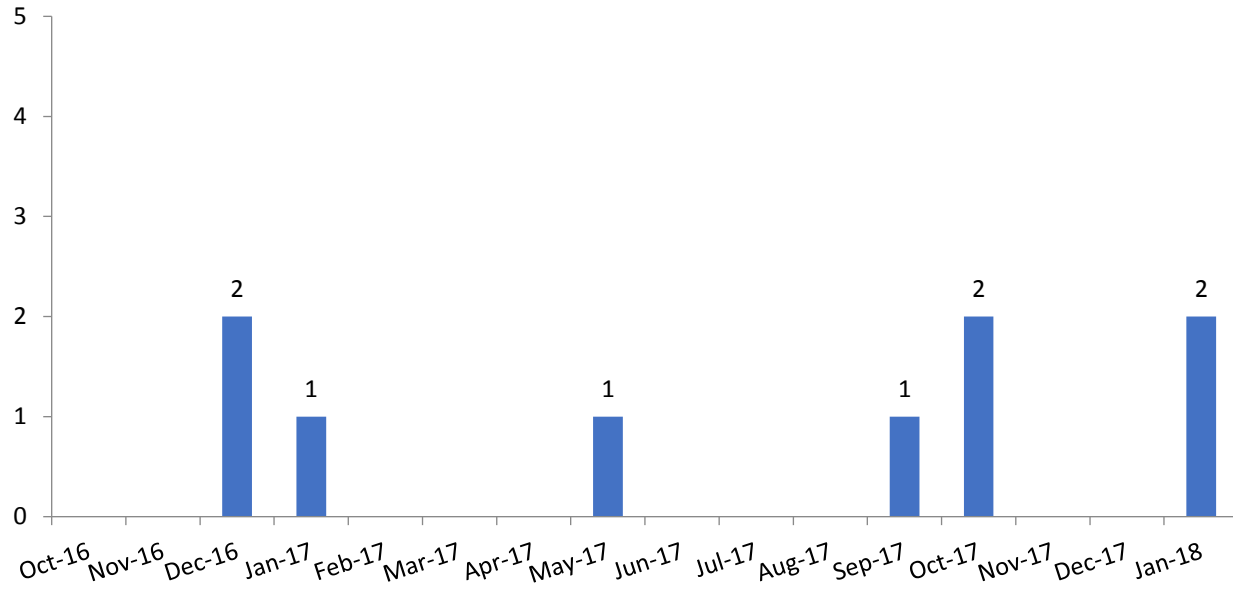
The frequency of inmate-on-inmate assaults decreased markedly after March 2017, and, while they were somewhat higher in December 2017, they are at a far lower level than in Q1 and Q2 FY 2017.

### Inmate on Staff Assaults



Inmate-on-staff assaults have decreased significantly since February 2017 and show no particular pattern or trend.

## Alleged Staff on Inmate Assaults



No trends in alleged staff-on-inmate assaults have been observed and allegations appear to be sporadic.

**65. Please outline the work readiness program as launched in the summer of 2016. Include the interview and selection process; average class size; and any outcome data relating to job placement.**

The Work Readiness Program (WRP) is a pre-release initiative serving District resident offenders within four to six weeks of community release. The program, which began in July of 2015, is operated by DOES in partnership with DOC and follows a life skills/job readiness instructional model. WRP cohorts operate for a five-week period and include a maximum of 25 inmate participants. The program encompasses life skills and job readiness training, formal computer instruction, counseling, case management, connections to critical wraparound services, and referrals for post release employment services. While the WRP currently serves male inmates, during February DOES will begin providing specialized workforce development services to females housed at the CTF.

Based on operational priorities, during the summer of 2017 the WRP was relocated to a unit within the Correctional Treatment Facility (CTF). WRP participants are recruited from both the D.C. Jail and CTF and must commit to full engagement in both pre and post release job preparation services. Case management staff recruit individuals with projected release dates closely aligned with each cohort's end date. Prospective candidates participate in an orientation session, receive printed materials, and learn what is expected of them as participants. Using a new chess-based curriculum "Think Before You Move," each class is trained on a number of critical life and work readiness skills including self-awareness and advocacy, problem solving, conflict resolution, confidence, goal setting, personal responsibility/engagement, and career planning.

WRP participants may also access supplemental unit activities including yoga, substance abuse counseling, and parenting training (to be offered by Department of Health beginning in February of 2018), after daily work readiness classes conclude. Additionally, to address challenges faced by a significant percentage of the population, support is provided by DOES and DOC program staff in facilitating connections to community-based housing, mental health, substance abuse, medical, and clothing resources. Upon release, those successfully completing the WRP are now directly referred to the DOES Project Empowerment program for continued case management, training, and placement in subsidized/unsubsidized employment. This enhancement provides additional post release support and guidance in addressing real time barriers to employment.

Since the WRP officially re-launched at the Correctional Treatment Facility on October 23, 2017, 35 individuals have successfully completed training with 30 making the post release transition to DOES/Project Empowerment for subsequent training and placement assistance. To date, 14 individuals completed PE training, 8 have been placed in subsidized positions, and the remaining 6 are being scheduled for job interviews. Currently there are 12 individuals enrolled in WRP training with a projected completion date of Friday, February 9, 2018.

**a. Are financial management classes offered in conjunction with the work readiness program or otherwise?**

As part of the Project Empowerment (PE) model, participants are offered financial counseling/ literacy services through a partnership with Capital Area Asset Builders (CAAB). To support attainment of long-term fiscal stability, an optional matched savings program is made available to interested participants. Individual Development Account (IDA) savers are eligible for up to \$2,000.00 in a 4:1 matched savings to be used for pre-approved purposes. Individuals capitalizing on this benefit have 6 months to save and one year to utilize funds in their savings accounts.

**b. Has DOC expanded the program to include women?**



DOC is developing a Women's Work Readiness program that will be implemented in FY 2018. DOC is expanding the program to CTF, where women are housed.

**66. Please outline the agency's inmate gender reassignment/transition policy. Please include any policies related to housing and medical services.**

DOC identifies an inmate's biological sex and gender expression at the initial intake in Receiving and Discharge, and the inmate's sex and gender are recorded in JACCS. Once an inmate has been identified as transgender, the inmate is afforded the opportunity to request and receive protective custody and be housed in a single cell in the intake housing unit consistent with the gender identified at intake. The inmate is then referred to the Transgender Housing Committee, the interdisciplinary body that makes recommendations as to the inmate's housing assignment.

There were 51 inmates referred to the Transgender Committee between January 2017 and December 2017.

Please see Attachment 15 for DOC's policy on Gender Classification Housing, PP4020.3E

**67. Please describe, in detail, the mental health services offered to DOC inmates.**

Mental Health (MD) services are available to all inmates, per clinical determination. Inmates with severe and persistent MH conditions are provided acute care and stabilization, to include medication and some individual counseling. Once stabilized, eligible inmates (those who are deemed to be clinically stable and have agreed to being in a double cell and participating in group sessions) can transition to the Mental Health Step Down Unit (MDSU), a therapeutic unit where they participate in treatment groups, have cellmates, and participate in a community designed to enhance their functionality. This is designed to help them transition appropriately to either the General Population housing units or to the community upon their release. On the MHSU, inmates participate in the following programs: Anger Management, Narcotics Anonymous, Alcoholics Anonymous, The Purpose Driven Life, Art Therapy, Yoga and Mindfulness, Self-management, Reentry, DBH Behavioral Health Group, and Job Readiness.

Inmates who are having an extremely difficult time in the jail and are suicidal are moved to a suicide safe cell. They are seen daily by the Mental Health Clinicians, have their allowed property and restrictions determined on an individualized basis daily, and can be allowed visits and calls as is clinically indicated for their safety. In addition to the discharge planning services Unity provides to link inmates up with services and agencies in the community that can assist them, DBH mental health case workers also help inmates link to eligible services in the community that they can participate in upon discharge. We are always partnering with community organizations to ensure that inmates are provided with the appropriate treatments.

**a. What is the average monthly number of inmates that receive these services?**

Approximately 50 male inmates are housed in the Acute Mental Health Unit at any time, 15 females are housed on the Women's Mental Health Unit at any time, and 12 males are on the Mental Health Step Down Unit at any time. On average, 50 inmates are housed in a safe cell for suicidality on monthly basis.

**b. How does the Department measure the impact of its mental health services?**

The Office of Health Services conducts regular audits with established benchmarks looking a variety of mental health indicators and issues, contract requirements, as well as MH standards that must be adhered to regarding our NCCHC and ACA accreditation. The office also conducts specific audits on suicide watch/precaution issues related to custody processes and MH clinician processes to assure that inmates have any restrictions/privileges reassessed on a daily basis and that notes in the EMR fully document the orders. Regarding the Mental Health Step Down Unit, there are several metrics used to help determine the program's success to help enhance the inmate's functionality: participating in their treatment plan, taking their medication, participation in groups, showering, keeping their cell clean, looking at any disciplinary reports if they're released to a general housing unit, and seeing if they spend time in a safe cell during or after MHSU participation. DOC also has an independent peer review every three years examining medical, mental health, and dental care. This is to assure we are compliant with ACA accreditation requirements. Additionally, Unity Health Care conducts quarterly internal Peer Reviews on their Mental Health staff (as well as their medical and dental staff).

**68. Please describe DOC's current release procedures and reentry planning procedures relating to inmates with mental health needs.**

As a part of the intake process, every person committed to the DOC receives a medical and mental health screening and, if diagnosed for mental illness, they receive medication, individual counseling, and regular mental health follow-up consultations.

DOC's discharge planning is comprehensive with respect to the medical and mental health needs of DOC inmates. Discharge planners work with inmates, seeing them shortly after intake to begin planning and at different times during their incarceration. Liaisons from outside community organizations and the Department of Behavioral Health (DBH) have a strong presence in the jail and keep clients connected to their respective organizations during incarceration. The DBH liaison also works to determine what inmates currently not on DBH rolls could be eligible for services in the Core Service Agencies (CSA).

Forensic Mental Health Technicians from DBH are assigned on a full-time basis to the Central Detention Facility and the Correctional Treatment Facility. Their function is to research DBH's database in order to:

- (1) Advise community-based Core Service Agencies (CSAs) when their clients become incarcerated;
- (2) Schedule CSA appointments for impending returning citizens;
- (3) Reenroll and schedule appointments for returning citizens who may have previously stopped going for services while in the community; and
- (4) Enroll and schedule appointments for returning citizens who have been newly diagnosed during incarceration.

Returning citizens in the DOC are defined as pretrial and sentenced misdemeanors, short term felons designated by the Federal Bureau of Prisons to serve their sentence in the DC DOC, and technical parole violators who are designated to participate in the RSAT program or who have been reinstated to parole by the US Parole Commission.

Mental health staff and the CSAs work in tandem to develop discharge plans for returning citizens who have Serious Persistent Mental Illness (SPMI) such as psychotic disorders, are bi- polar, have schizophrenia, etc. DBH and CSAs, in conjunction with DOC discharge planners, conduct gender-responsive risk and needs assessments for those with misdemeanors serving 60 days or more and develop release plans for returning citizens who have less severe mental health needs.

Returning citizens with an Axis I Diagnosis who are currently being prescribed psychotropic medications are released with a three (3) day supply of medication and a 30-day prescription. Reentry support is also provided by CSAs and referrals are made through non-profits.

DBH is responsible for the linkage and referral of inmates who have an Axis I Diagnosis to Core Service Agencies (CSA) before release to the community and providing referrals to the DC Linkage Plus program that will provide intake services to inmates who do not currently have a CSA. DBH also provides Forensic Education Groups to inmates who are scheduled to be evaluated at Saint Elizabeth's.

**69. For FY17 and FY18, to date, please list all HVAC issues that occurred. What is the current timeline for completion of HVAC repairs, if any?**

The HVAC system has been stabilized and the temperatures have been in the 75-degree Fahrenheit range. From FY17 to the present, DOC has greatly improved the HVAC system. We have installed a chiller and a flushing system. Maintenance on the system is ongoing to increase air supply throughout both facilities. Fluctuations in temperatures help to identify locations that need air supply improvements and allows for the agency to make adjustments as needed.

**a. Please provide temperature reports for CDF and CTF for FY17 and FY18, to date.**

**DOC FY2017 Temperature Report for CDF and CTF**

	<u>NW1</u>	<u>NE1</u>	<u>N1</u>	<u>NW2</u>	<u>NE2</u>	<u>N2</u>	<u>NW3</u>	<u>NE3</u>	<u>N3</u>	<u>SW1</u>	<u>SE1</u>	<u>S1</u>	<u>SW2</u>	<u>SE2</u>	<u>S2</u>	<u>SW3</u>	<u>SE3</u>	<u>S3</u>	<u>Daily BLDG Avg</u>
<b>Average</b>	74.78	72.57	73.08	74.16	77.39	72.85	72.94	74.65	75.45	74.22	76.34	75.24	77.91	77.06	78.52	77.79	76.76	76.81	75.47
12/1/2016	73.07	70.85	71.32	72.69	75.34	71.13	71.22	73.37	72.26	74.07	74.08	74.33	76.78	76.34	77.90	77.46	76.77	76.48	74.19
12/2/2016	74.45	72.17	73.10	73.54	76.81	72.47	72.19	74.55	75.20	74.38	74.66	75.20	77.51	76.47	78.97	77.79	77.11	77.44	75.22
12/3/2016	74.86	72.53	73.23	73.97	77.30	72.49	73.02	74.97	75.88	74.37	74.96	75.46	77.53	76.66	79.41	77.78	77.04	77.56	75.50
12/4/2016	74.67	72.66	72.81	73.73	77.06	72.09	72.99	74.57	75.39	74.03	74.89	75.19	77.26	76.44	79.23	77.50	76.76	77.22	75.25
12/5/2016	74.84	72.66	72.98	73.74	77.24	72.64	73.03	74.56	75.47	73.98	74.86	75.08	77.17	76.36	78.95	77.25	76.61	76.83	75.24
12/6/2016	74.91	72.66	73.17	73.84	77.40	72.48	73.20	74.73	75.69	73.96	74.90	75.03	77.39	76.19	79.21	77.36	76.72	77.05	75.33
12/7/2016	74.84	72.61	73.03	73.84	77.32	72.59	73.04	74.64	75.03	74.08	75.00	75.30	77.92	76.23	80.08	77.63	76.93	77.50	75.42
12/8/2016	74.48	72.37	72.57	73.69	76.78	72.27	72.65	74.41	74.22	74.19	75.29	75.48	78.24	76.47	80.40	77.96	77.03	78.00	75.36
12/9/2016	73.77	72.27	71.79	72.69	76.22	71.73	71.92	74.61	74.12	73.88	75.02	74.86	77.58	76.10	78.77	77.29	76.09	76.95	74.76
12/10/2016	73.54	72.39	71.47	72.27	76.22	71.51	71.80	74.37	74.38	72.96	74.22	74.39	76.24	75.13	77.28	76.03	75.09	75.45	74.15
12/11/2016	73.56	72.30	71.24	72.41	76.12	71.39	71.79	74.42	74.48	72.45	74.05	73.96	75.86	74.77	76.86	75.54	74.44	75.07	73.93
12/12/2016	74.51	72.98	72.96	73.16	77.11	72.49	72.57	75.61	76.70	73.04	74.81	74.51	77.19	75.40	78.23	76.55	75.66	76.67	75.01
12/13/2016	74.99	72.94	73.84	74.04	77.85	72.70	73.07	76.13	78.36	74.37	76.35	75.52	78.96	76.78	80.59	78.60	77.44	79.00	76.20
12/14/2016	75.49	72.91	74.19	74.27	78.04	73.15	73.13	76.05	78.34	75.33	77.64	76.39	80.03	78.05	81.85	79.81	78.60	80.36	76.87
12/15/2016	74.72	72.04	73.07	73.49	77.33	72.10	72.70	74.97	75.76	75.57	78.20	76.20	79.95	78.59	82.23	79.86	78.48	79.89	76.40
12/16/2016	73.25	70.54	70.80	72.09	74.79	71.26	71.40	73.22	72.86	74.37	77.26	74.98	77.63	77.21	80.40	77.48	76.27	76.50	74.57
12/17/2016	73.58	71.79	71.70	72.65	75.76	71.85	71.92	72.90	73.44	73.83	76.89	74.58	77.23	76.66	78.32	77.16	75.70	75.28	74.51
12/18/2016	75.51	73.49	73.67	73.82	77.72	74.17	73.43	74.81	76.78	74.21	77.38	75.52	78.27	77.40	77.87	78.34	76.99	75.88	75.85
12/19/2016	75.13	73.44	73.74	74.55	78.47	72.82	73.56	74.64	76.30	74.46	77.46	75.19	78.68	77.72	77.46	78.61	77.17	75.96	75.85
12/20/2016	74.83	73.65	73.32	74.62	78.47	72.45	73.25	74.19	75.22	74.61	77.56	74.95	78.40	77.71	76.74	77.91	76.04	75.51	75.52
12/21/2016	75.35	73.40	73.71	74.92	78.70	73.18	73.27	74.56	75.92	74.87	77.93	75.46	78.58	77.84	77.07	77.95	76.04	75.76	75.81
12/22/2016	76.65	73.78	74.69	75.79	79.51	74.76	73.97	75.74	78.00	75.32	78.34	76.36	79.14	78.27	77.68	78.67	76.92	76.53	76.67
12/23/2016	76.90	73.50	75.09	76.58	79.84	75.28	74.57	75.96	78.22	75.58	78.66	76.03	79.41	78.51	77.99	79.10	77.29	77.06	76.98
12/24/2016	76.92	73.39	75.02	76.84	79.61	75.54	74.49	75.88	77.82	75.39	78.53	75.96	79.35	78.63	78.02	79.15	77.58	76.99	76.95
12/25/2016	76.50	73.17	74.59	76.50	79.02	75.06	74.04	75.61	76.79	74.65	77.57	75.03	78.36	78.25	77.64	78.43	77.25	76.46	76.38
12/26/2016	75.53	72.65	73.50	75.42	77.75	73.77	73.78	74.51	75.14	73.53	76.01	73.73	76.28	77.31	75.99	76.42	75.74	74.98	75.11
12/27/2016	76.42	73.44	74.72	75.97	78.51	75.61	74.17	75.57	77.12	73.98	76.83	75.33	77.65	77.55	77.28	77.75	77.19	76.03	76.17
12/28/2016	74.97	72.53	73.70	75.97	78.48	73.72	73.96	74.78	75.35	73.94	76.82	75.29	77.61	77.64	77.69	77.66	77.57	76.49	75.79
12/29/2016	73.86	71.94	72.86	75.13	77.32	72.54	73.28	73.73	73.93	74.20	77.03	76.14	78.07	77.59	78.41	78.04	77.53	77.28	75.49
12/30/2016	73.20	71.72	72.20	73.97	75.93	71.79	72.22	73.19	72.76	73.96	76.87	75.80	77.84	77.38	78.26	77.59	76.99	76.90	74.92
12/31/2016	72.92	70.91	71.51	72.90	75.12	71.37	71.38	72.82	71.98	73.19	76.32	75.25	77.19	77.12	77.43	76.94	76.37	75.96	74.26

### DOC FY2018 Temperature Report for CDF and CTF

	NW1	NE1	N1	NW2	NE2	N2	NW3	NE3	N3	SW1	SE1	S1	SW2	SE2	S2	SW3	SE3	S3	Daily BLDG Avg
<b>Average</b>	76.01	73.12	73.59	74.94	74.70	72.66	74.72	74.44	76.56	72.29	72.72	73.07	73.23	72.64	73.62	73.81	73.27	74.14	73.86
12/1/2017	77.27	74.51	74.67	77.66	77.56	74.74	77.52	77.22	79.57	73.04	74.07	74.39	75.27	74.67	76.40	76.31	75.48	76.97	75.96
12/2/2017	77.76	73.92	73.29	77.45	76.67	73.37	77.45	76.53	79.40	72.63	73.23	73.08	74.21	73.59	74.75	75.28	74.02	75.25	75.10
12/3/2017	78.04	73.71	72.93	77.33	76.22	72.65	77.28	76.13	78.52	71.91	72.41	72.17	73.39	72.87	73.45	74.05	72.96	73.87	74.44
12/4/2017	77.84	73.57	72.75	77.14	76.07	71.95	76.69	75.68	78.28	71.71	71.92	72.19	73.14	72.30	73.25	73.29	72.47	72.89	74.06
12/5/2017	78.01	73.71	73.11	77.35	76.19	72.56	76.91	76.02	78.25	72.01	72.27	72.84	73.47	72.46	73.98	73.58	72.85	73.55	74.40
12/6/2017	77.11	73.69	73.02	76.91	75.93	72.29	76.36	75.59	77.96	72.09	72.33	72.65	73.54	72.54	73.61	73.70	72.76	73.26	74.19
12/7/2017	77.24	73.32	72.89	76.28	75.01	71.42	75.57	74.46	77.82	71.51	71.75	72.05	72.82	71.79	72.71	72.65	72.20	72.45	73.55
12/8/2017	76.99	73.00	72.68	75.47	74.15	70.82	74.59	73.33	76.56	71.02	71.54	71.63	72.14	71.15	72.41	71.87	72.00	72.18	72.97
12/9/2017	76.05	72.66	72.47	74.05	72.69	70.31	72.97	71.91	75.77	70.78	71.35	71.00	71.34	70.56	71.87	71.06	71.65	71.75	72.24
12/10/2017	74.84	72.44	72.23	72.32	71.88	70.08	71.03	70.72	75.22	70.68	71.11	71.27	70.83	70.37	71.05	71.38	71.32	71.35	71.67
12/11/2017	74.54	72.53	71.98	72.27	72.61	70.91	71.38	71.53	75.33	71.59	71.80	72.48	71.59	71.45	71.66	72.15	72.28	72.18	72.24
12/12/2017	74.50	72.97	73.22	72.89	73.38	71.99	72.78	72.65	76.56	72.65	72.97	73.47	72.45	72.33	72.51	72.82	72.94	72.91	73.11
12/13/2017	73.14	72.13	72.55	72.33	72.82	71.90	72.31	72.23	74.75	72.39	72.57	73.22	72.17	72.18	72.16	72.84	72.48	73.17	72.63
12/14/2017	72.92	72.46	73.16	72.55	73.07	72.05	72.44	72.54	76.82	72.46	72.98	73.71	72.46	72.36	72.84	73.39	72.71	74.64	73.09
12/15/2017	73.43	72.68	73.52	72.54	73.30	72.20	72.64	72.94	77.87	72.46	72.86	73.64	72.77	72.33	72.90	73.39	72.68	73.94	73.23
12/16/2017	74.69	73.05	74.19	73.02	74.08	73.00	73.05	73.93	79.49	72.21	73.02	73.53	73.12	72.41	73.28	73.90	73.10	74.38	73.75
12/17/2017	76.27	73.34	75.00	74.19	75.34	73.99	74.24	75.38	81.96	72.66	73.39	73.28	73.55	72.96	74.22	74.58	73.76	74.62	74.60
12/18/2017	78.00	74.04	75.94	76.22	77.25	75.88	76.63	77.57	82.32	72.71	73.32	73.55	73.78	73.30	74.58	74.92	74.05	74.59	75.48
12/19/2017	78.59	74.49	76.11	77.75	78.26	76.66	78.19	78.98	79.98	72.87	73.58	74.03	74.33	74.01	76.03	75.26	75.29	75.89	76.13
12/20/2017	78.61	74.52	75.77	78.09	77.94	75.75	78.28	78.40	78.11	72.71	73.43	73.33	73.89	73.84	74.94	74.54	74.94	75.13	75.68
12/21/2017	78.03	73.89	74.54	77.24	76.62	73.85	77.06	76.89	75.75	72.79	73.36	73.31	73.83	73.59	74.78	74.55	74.77	74.87	74.98
12/22/2017	77.73	73.41	74.30	76.94	75.88	73.45	76.64	76.33	75.00	72.88	73.33	73.67	73.92	73.57	74.96	74.80	74.54	74.88	74.79
12/23/2017	77.26	73.64	74.41	76.58	75.73	73.67	76.45	75.79	75.08	72.98	73.71	73.86	74.30	73.93	75.66	75.10	75.39	75.72	74.96
12/24/2017	77.00	73.33	74.30	76.11	75.11	73.28	76.15	75.31	74.55	72.72	73.60	73.62	74.28	73.98	75.21	74.93	75.00	75.12	74.64
12/25/2017	76.66	72.94	74.22	75.13	74.16	72.59	75.33	74.51	73.79	72.60	73.08	73.12	73.74	73.46	74.25	74.84	74.18	74.06	74.04
12/26/2017	75.61	72.59	74.08	74.03	73.22	72.26	73.90	73.43	73.75	72.63	72.80	72.79	73.28	72.76	73.41	74.18	73.15	73.50	73.41
12/27/2017	74.86	72.59	73.64	73.20	73.01	72.03	73.04	72.76	73.23	72.54	72.85	73.00	73.21	72.56	73.62	74.09	73.11	73.58	73.16
12/28/2017	74.20	72.09	72.99	72.91	72.97	71.79	72.61	72.37	72.97	72.46	72.60	73.34	72.99	72.03	73.08	73.69	72.46	74.89	72.91
12/29/2017	73.37	71.80	72.75	72.66	73.14	71.78	72.48	72.23	73.28	72.46	72.38	73.53	73.28	72.10	72.97	73.95	72.22	75.35	72.87
12/30/2017	73.06	72.03	72.49	72.47	72.93	71.70	72.28	72.28	72.83	72.40	72.45	73.58	73.57	72.20	72.97	73.57	72.43	75.81	72.84
12/31/2017	72.75	71.53	72.17	72.19	72.64	71.57	72.16	72.14	72.67	72.35	72.27	73.75	73.41	72.05	72.82	73.54	72.19	75.44	72.65

**b. What issues, if any, has the agency encountered with heating in CDF and CTF due to recent cold weather?**

Similar to most facilities and homes in the District, during the most recent historical cold front, the CDF and CTF experienced some fluctuations in heating due to needed air supply and valve improvements. These repairs were completed.

**70. What is the current status of roof repairs at CTF and CDF?**

This project was completed in FY17.

**71. *If an inmate misbehaves or otherwise violates a rule or directive, what is the DOC response/protocol?***

The Disciplinary process is governed by 5300.1H, Inmate Disciplinary and Administrative Housing hearing Procedures. Please see Attachment 16 for a copy of the policy. Inmates are provided notice of the DOC Policy, inmate offenses, and associated penalties in the Inmate Handbook provided each inmate at the time of intake/orientation. DOC's Disciplinary procedures meet all constitutional and correctional accreditation standards.

Depending upon the nature of the misbehavior or offense, staff counseling of the inmate may effectively resolve the issue(s). If a more serious offense is committed that warrants the writing of a disciplinary report, it is reviewed by an impartial DOC employee who, in turn, will determine if intervention by a disciplinary board is warranted. An inmate may be charged with a Class I, Class II, or Class III offense. A Class III offense is a minor offense and may be informally resolved. For Class I or II offenses, the inmate who is charged with a rule violation will be placed in prehearing detention only when it is necessary to ensure the inmate's safety or the security of the facility. While the policy is very detailed, a broad overview provides that:

1. The inmate must be provided with a written disciplinary report of the charges within 2 business days of discovery of the offense;
2. The Disciplinary Hearing Board must receive the disciplinary report and hold a hearing within 7 days before three Impartial Hearing Officers;
3. Inmates charged with a Class I offense may request a Public Defender to represent them and an inmate may have a staff representative for a Class II offense;
4. A staff representative may be provided where the inmate cannot collect evidence on his or her behalf, the inmate needs an interpreter, or their emotional or mental status is a barrier to presenting evidence themselves;
5. The inmate representative is allowed to confer with the accused, question witnesses, review statements, charges, and aid in the defense;
6. The Hearing Board issues a written decision within 2 days, which is reviewed by the Warden or designee to approve, vacate, reduce, or remand the findings within 3 days;
7. An inmate may appeal to the Warden, who will affirm or reverse the decision within 10 business days;
8. Inmates are given prehearing detention credit applied to their sanction; and
9. If an inmate is found not guilty, the Hearing Officer removes the report entirely from all of the inmate's files.

Restrictive housing units provide living conditions that approximate those of the general population with the exception of a few privileges such as social calls and visits, certain commissary privileges, and certain recreational programs. Inmates continue to access educational services, law/library services, social worker services, counseling services, religious guidance, legal calls and visits, and medical and mental health services.



**73. Please provide an update on the operations of the library system through DC Public Library.**

**a. How many volumes does it contain?**

In January 2015, the DC Public Library (DCPL) began a mobile library pilot program at the CDF with three (3) housing units. On February 23, 2015 the library went live and began providing full service to all housing units.

DCPL has focused its attention on further developing a robust collection to meet the many requests and needs of the DC Jail population. DCPL increased the collection by purchasing new books bringing the total collection to 12,477 books by January 2018.

**b. How frequently are its materials offered to inmates?**

All housing units are served each week. Inmates housed in the CTF are able to visit the new larger DOC branch of DCPL on a weekly basis, where they have access to library materials and the law library. DCPL staff serve inmates in the CDF using the mobile library, and access each unit once per week. Inmates are issued DCPL library cards as part of this program.

**c. How many inmates took advantage of the materials?**

In FY 2016, 1,000 inmates took advantage of the materials offered by DCPL. With the move of the DCPL branch to a larger space in CTF, the number of inmates that took advantage of library materials increased to 3,001 in FY 2017. Additionally, 7,543 inmates took advantage of the Law Library, and 921 library cards were issued in FY 2017.

**d. How many books have been checked out?**

In FY 2016, inmates checked out 5,451 books, and the number of books checked out increased to 13,540 books in FY 2017

**74. Please outline any parent-child activities organized by the agency or with agency partners (e.g. Father-Daughter dances).**

In FY16 and FY17, Collaborative Solutions for Communities (CSC), a non-profit agency, provided mediation and support to women, their children, and other family members in order to strengthen ties within the family unit before the woman is released.

DOC also collaborated with CSC, Voices for a Second Chance (VSC), and MBI Mental Health Services in the Second Chance Moms program. The program was developed for women between the ages of 18-25 who have custody of their children and who are returning citizens. Case management, family group counseling, behavioral health, mentoring, and other community reentry services are provided through their joint efforts and in conjunction with DOC. Services will continue for the women and their families upon her release.

DOC implemented the first Family Reunification Day in FY17. The 1<sup>st</sup> Family Reunification Day was held on May 20, 2017 for female inmates; June 10, 2017 for male inmates; and July 26, 2017 for juveniles inmates. The theme was "Keeping Families Connected". DOC invited the children and families of incarcerated individuals in for a period of fun, family, and connection to services to enhance their preparation for release and reunification their families.

The goal of the event is to assist in reducing recidivism by keeping families connected and initiating the process for successful reintegration. Community resource providers provided resources to the families to assist their loved ones with transitioning back to their homes. A guest speaker is at each event and speaks on the importance of being home for your family; how laws, crime, budgets, and programs affect the community; barriers encountered when returning to the community; and possible solutions to overcome these barriers.

DOC will continue to host Family Reunification Day to provide inmates additional opportunities to connect or reconnect with their families while they are preparing for reentry.

**75. *Please describe the procedures for in-person visitation at the CTF.***

Each inmate may have up to 12 people on their visitation list, and revisions to this list may be made six months from the date of arrival at the facility. Each inmate is allowed to have one visit per week. Visits may consist of up to five adults, or two adults and three minor children.

Face-to-face visiting hours are from 10:00 am to 8:00 pm. Visitors requesting an in-person visit must call 202-442-6155 between the hours of 8am and 4pm to schedule an in-person visit. The individual requesting the visit must provide the name of the inmate they will be visiting, as well of the names of all adults and children who will be visiting the inmate. Once the appointment is made, the visitor will receive a confirmation number.

Visitors must arrive 20 minutes prior to their scheduled visit time with their assigned confirmation number. All visitors age 18 and older must present proper identification, which includes a valid DC or state issued driver's license; valid DC or state issued non-driver's identification card with picture and address; or picture identification card issued by the federal, state, or local government. When staff is uncertain of the age of a youth visitor, they may be required to show photo identification, such as a school identification card.

**76. Please describe the video visitation system, its recent expansion, and any costs to inmates associated with its use. How many inmates have taken advantage of video visitation?**

Family members and friends continue to use the Department's innovative videoconferencing technology to connect with inmates housed at the D.C. Jail. Video Visitation is offered from Wednesday through Sunday beginning at 11 am and ending at 10 pm with inmates being allowed two forty-five minute visits per week. The main center is housed within the D.C. General Complex, with four satellites located in the Martin Luther King, Jr. Memorial Library (closed for renovation in March 2017), Anacostia Library, Deanwood Recreation Center, and Bald Eagle Recreation Center (Covering wards 2, 7, and 8). This visitation option has been supplemented by a face-to-face incentive program which began in June of 2015. Video visitation totals are provided in the table below.

Location	Start Date	Visits Conducted
Main Visitation Center	July 25, 2012	236,785
Martin Luther King, Jr. Memorial Library	September 13, 2013 (Closed since March 2017)	1,368
Deanwood Recreation Center	January 17, 2014 (Closed since January 2018)	1,284
Anacostia Library	January 11, 2015	297
Bald Eagle Recreation Center	February 18, 2015	993
<b>Total Video Visits Conducted</b>		<b>240,727</b>

On the first consecutive Monday and Tuesday of each month, inmates within the CDF who have been housed for a period of 60 days or more and have been free of sustained disciplinary infractions for at least 30 days are eligible for one thirty-minute face-to-face (behind Plexiglas) visit at the CDF. Face-to-face totals are provided in the tables below.

**FACE TO FACE VISITS 2017**

<b>Face to Face Visits 2017</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>Number of Inmates Eligible for Visits</b>	<b>693</b>	<b>649</b>	<b>602</b>	<b>698</b>	<b>701</b>	<b>677</b>	<b>682</b>	<b>663</b>	<b>722</b>	<b>758</b>	<b>706</b>	<b>646</b>	<b>8197</b>
<b>Number of Visits Scheduled</b>	<b>161</b>	<b>174</b>	<b>179</b>	<b>181</b>	<b>173</b>	<b>205</b>	<b>190</b>	<b>197</b>	<b>212</b>	<b>210</b>	<b>189</b>	<b>170</b>	<b>2241</b>
<b>Number of Visits Processed</b>	<b>135</b>	<b>157</b>	<b>162</b>	<b>166</b>	<b>149</b>	<b>163</b>	<b>162</b>	<b>166</b>	<b>189</b>	<b>179</b>	<b>168</b>	<b>154</b>	<b>1950</b>

**77. *Please describe the policies and the procedures for video visitation at the CTF for both the female and juvenile populations.***

Juvenile offenders receive two (2) video visits of forty-five (45) minutes each per week.

Persons who wish to visit juvenile inmates housed at the CTF must call 1-(888)-906-6394 or (202) 442-6155, Tuesday through Saturday between the hours of 9:00 am and 5:00 pm or access the DOC website at <http://visitation.doc.dc.gov> anytime to register and schedule visits.

Female offenders do not receive video visitation because they receive face-to-face visitation.

Female offenders housed at CTF receive one contact visit per week which may include up to five (5) adults or two (2) adults and three (3) minor children. The visits can last up to sixty (60) minutes. Visitation reservations are required to be scheduled with the Visitation Clerk, Monday through Friday by calling 202-442-6155 from 8:00 am to 4:00 pm.

**78. Please describe voter registration policies and activities of the agency in FY17 and FY18, to date.**

**a. How does the agency ensure that eligible inmates understand their voting rights?**

Each arrestee or inmate committed to the DOC who is a US citizen living in the District of Columbia is afforded the opportunity to register and vote in District of Columbia elections and/or elections for federal office. If the inmate decides to register to vote or declines to vote, that information is recorded and kept on file. Once the inmate completes the voter registration application, it is recorded in the offender management system, placed in an envelope, and hand delivered by a DOC mail carrier to the Board of Elections (BOE) with a signed receipt. Prior to each election, BOE and the DOC Voting Coordinator meet and plan for the upcoming election.

The DOC Voting Coordinator and staff, along with the BOE, develop a list of eligible registered inmates. Once the date has been set for voting to take place in both CTF and CDF, the inmates are notified of the upcoming election through case management services, posters, flyers, and regularly scheduled public announcements describing requirements to vote as well as the deadline for submitting applications for an absentee ballot and the date voting will take place.

The Mayor's Office on Returning Citizens Affairs (MORCA) sends a list of citizens and/or poll watchers who want to participate in the process. On the date of voting, MORCA poll watchers and BOE staff come into the facility and match the absentee ballots with the list of inmates. Stations are set on each floor to regulate the voting process and are staffed with a BOE staff member, poll watcher, case manager, correctional officer, and supervisor. Inmates are seated at the tables, given their absentee ballots, and receive instructions on how to vote by BOE staff. The process is viewed/monitored by the poll watchers and DOC staff. Once the ballot is completed, it is sealed by the inmate and handed to BOE staff. Ballots remain in BOE possession.

If an inmate is in court, out on a medical visit, or out on other temporary release, that inmate will be allowed to vote upon return to the facility in a private area with the voting coordinator facilitating the process. Once the ballot is completed and sealed by the inmate, the voting coordinator maintains control of it until it the ballot is picked up from the facility by the BOE with a signed receipt. DOC forwards voter registration applications to the BOE on a weekly basis. The DOC Voting Coordinator maintains communication with BOE and MORCA on all voting matters. If an eligible inmate registers to vote while incarcerated but is released before the election, he/she may vote once in the community.

**b. At what point in the intake process are inmates offered the opportunity to register to vote? Is this opportunity offered again during incarceration?**

The voting eligibility process actually begins upon an inmate's arrival into DOC custody at either the Central Detention Facility or the Correctional Treatment Facility. During the intake orientation process, DOC Case Managers review each inmate's commitment and prior history to determine whether that inmate is eligible to register to vote. Inmates are also given voting rights information. If an inmate is found to be eligible to vote and is not registered, he or she is offered an opportunity to complete a Voter Registration Form. Even if an inmate elects not to complete the Voter Registration Form during their initial orientation, these forms are made available throughout their stay and he or she may request one at any time.

After an inmate is found eligible to vote and has completed their Voter Registration Application Form, the Case Manager reviews the application with the inmate to ensure that it is accurate and complete. If the inmate needs assistance completing the form, the Case Manager provides that assistance or arranges for the appropriate person to give the needed assistance to the inmate. The Case Manager then initials and dates the application, which serves as verification to the BOE that the inmate registered on that date. If, during the inmate's orientation, a Case Manager has questions about their voting eligibility, the Voting Coordinator is immediately contacted. In the event the Voting Coordinator is not available, the Case Manager is required to directly contact the DC Board of Elections for a response.

Once the application is complete, it is forwarded to BOE the same day with a "Return Receipt Requested." Completed applications are monitored while in case management custody and are not left unattended at any time. If the Voting Coordinator is unavailable to receive the applications, they are hand delivered to the office of the Chief Case Manager.

The Case Manager then completes the Voter Registration Agency Certification, which denotes that the inmate has either registered to vote or has refused to complete the Voter Registration Form. The Certification Form is then scanned into the inmate's electronic file and the original form is sent to the Voting Coordinator, with a copy going to the inmate.

***c. What plans does DOC have to offer voting opportunities to inmates for the June 2018 primary election and the November 2018 general election?***

DOC has one staff person specifically dedicated to the DOC inmate voting operations, the Voting Coordinator. The Voting Coordinator guides the voter registration and voting processes, as outlined above. To ensure that residents in DOC custody have the opportunity to vote in the primary and general elections, the Voting Coordinator supervises and audits the voting activity in DOC facilities. The Voting Coordinator also works with the Board of Elections to relay necessary voting information to all eligible inmates for each election.

***d. How has DOC worked with the Board of Elections in FY17 and FY18, to date, to improve the agency's services for inmates in this area?***

DOC identifies inmates eligible to vote at intake, and inmates can request to register to vote at any point during their time in DOC custody. To enhance the voter registration process in DOC facilities, the Voting Coordinator meets with the Board of Elections (BOE) as part of the planning process for each election. This includes identifying any new information, processes, or requirements for registering to vote and/or voting. The Voting Coordinator completes voter registrations weekly and mails them to the BOE.



**79. *What is the typical caseload for case managers? Please describe the training for this position.***

Caseloads for a facility case manager average around 75 inmates. The assigned number is dependent upon the specific housing unit activity. Case managers are responsible for a number of critical services including intake processing, classification, housing assignments, PREA screening, referrals for specialized programming, administering risk and needs assessments, administrative housing reviews, grievance monitoring, supportive services coordination, and post release planning.

Minimum qualifications include a bachelor's degree and three to five years of work experience in a criminal justice setting. In addition to the required 40 hour pre-service and annual in-service training, new case managers are paired with experienced staff for a period of peer-based on-the-job training in key areas. Ongoing staff development around cultural diversity, PREA, LGBTQ relations, mental health, suicide prevention, and ethics is also required.

**80. *What educational services does the Department provide to juveniles with a GED or high school diploma?***

Currently, there are no juveniles in DOC custody that have earned a GED or high school Diploma. All juveniles are currently receiving daily on-site educational classes through the DC Public Schools' Incarcerated Youth Program. If a juvenile has earned a high school diploma or GED, online resources have been identified to allow pursuit of college credits via correspondence classes.

In addition to identifying these resources, DOC has piloted an initiative with the University of the District of Columbia Community College (UDC-CC) and the Office of the State Superintendent of Education (OSSE) to offer career and technical education courses to residents. Currently, discussions are being held to look at additional career and technical education (CTE) programs for residents in the coming year.

The Inside Out program, a collaboration with Howard University to offer college level courses to inside students (inmate) and outside students (Howard students) within the DOC facility, recently expanded to serve the juvenile unit and the emerging adults unit. The course offered to the juvenile unit, Art and Social Justice, uses education as a means to connect Inside-Out students through collaboration, dialogue, and creativity. This gives students a platform to interact, share, and present some ideas informed by themes of injustice and lived experiences. The class enables students to explore, interpret, and narrate contemporary issues in artistic form, whilst at the same time encouraging them to find an outlet for creative self-examination and personal reflection.

**81. *What special training do staff who work with juveniles receive? Are there any staff who interact with juveniles who do not receive this training?***

DOC works in partnership with DYRS and other sister agencies in providing training for juvenile program/security staff. Specialized training includes:

- Positive Youth Development;
- Juvenile Engagement;
- Title 16;
- Disciplinary Procedures;
- Juvenile Unit Operational Protocols;
- Trauma Informed Care;
- Crisis Intervention;
- Juvenile Programming;
- De-escalation; and
- Communication.

DOC staff also facilitates training for each new class of officers entering the academy focused on juvenile unit policies, day to day operation, and positive youth development/engagement with incarcerated youth.

The specialized training is important to the success of the juvenile unit and all staff assigned to the unit are required to complete the specialized training. In the event that a staff member assigned to the unit cannot complete their shift, DOC first attempts to cover this position by utilizing another trained staff member from a different shift. If another trained staff member is not available, DOC will assign a staff member who has not received the specialized training. However, this untrained staff member will work in conjunction with the team of trained staff on the unit.

**82. Please outline any ongoing environmental, structural or mechanical deficiencies throughout CDF and CTF.**

We have an ongoing preventative maintenance program to address any deficiencies that arise.

**83. *What is the agency's role in issuing returning citizens certificates of good standing?***

The Mayor's Office of Returning Citizens Affairs (MORCA) will request a Certificate of Good Standing from DOC on behalf of a returning citizen. Once the request is received, the Inmate Record Office staff will review the records of the requestor in all DOC databases and all other databases that DOC has access to, and then document any information on the Certificate of Good Standing form. When these procedures have been completed, a copy of the Certificate of Good Standing will be forwarded to an authorized staff member via email at [ORCA@dc.gov](mailto:ORCA@dc.gov) to the office of Returning Citizen Affairs. The MORCA will sign and date the Certificate of Good Standing as the issuer and return it to the requestor.

**84. Please describe any updates on the effects of the CTF transition on DOC operations. Are there any outstanding steps that need to be taken to complete the transition?**

**a. What benefits are associated with the transition?**

Several benefits are associated with the transition. These include expanded utilization of the CTF for housing inmates as well as for offering programs. The average daily population (ADP) at CTF has increased by nearly 100 inmates since last year. DOC is now utilizing 26 different housing units at the CTF, as it has expanded program offerings for inmates. Finally, as DOC will begin the process of training staff on how to operate Direct Supervision housing units in FY 2018 and FY 2019, the CTF space will prove critical for staff to be able to gain experience in successfully supervising inmates under this model.

**b. What cost savings have occurred, and what cost savings are projected?**

To consider the cost benefits associated with DOC operating CTF, it is helpful to consider how cost is structured. Under contractual operations, the personal services and administrative costs were the primary cost drivers for the contractor and were the primary component of costs to the District. Most of the NPS costs were assumed by the District, even under contractual operations of CTF. Personal services costs are determined by the number of housing units in operation, regardless of whether they are used only for purposes of programming or also to house inmates. If CCA (CoreCivic) were still operating the facility, they would have charged us for the staffing costs associated with staffing 26 housing units (corresponding to the manner in which DOC is currently operating CTF). Based upon previous assumptions utilized for justifying CTF transition, it still costs the District less to operate and maintain CTF than it would cost to pay a contractor to operate and maintain CTF.

**c. Has the transition allowed DOC to more effectively use space at CTF? If so, in what way?**

Yes, we were able to expand programming at CTF and occupy previously empty housing units at CTF, with inmates receiving more programs.

**d. How has the transition affected programming, if at all?**

Since the CTF transition, DOC has implemented a number of programs at the CTF such as the Young Adult Unit, the expanded Work Readiness Program, the expanded Inside Out courses, and the Reentry Program. DOC, in collaboration with DCPL, was able to move the DOC branch of DCPL to CTF and expand the collection of books in the branch.

**e. How has the agency altered its staffing schedules following the transition?**

Following the transition the CTF, staff went from 12 hour shifts to 8 hour shifts.

***85. Please provide an update on DOC's intended Memorandum of Understanding with the Bureau of Prisons to bring out-of-state inmates back to the District 6 to 9 months prior to their release dates.***

The Director is exploring this possible initiative with the BOP Director.

**86. Please describe the status of the Department's planning for the construction of a new jail.**

***a. What is the status of the Office of Public-Partnerships request for proposals? What is the expected timeline for the request for proposals to go out?***

Currently, the District has not issued a request for proposal (RFP). A timeline for the request for proposals will be established once the Executive Office of the mayor (EOM) has conducted appropriate community engagement. EOM wants to include items from the community engagement process in the request for proposals.

***b. How does DOC engaged stakeholders and community leaders in the planning process?***

DOC has been an active participant in community engagement forums, upon invitation. DOC has had preliminary and formal meetings with the community. DOC is in the process of finalizing our strategy to engage stakeholders. DOC is also working with the EOM in launching a community engagement series in order to glean the community's input into the new jail for incorporation in the request for proposals.

***c. What has DOC gleaned from the Criminal Justice Coordinating Council's custodial population study? How does this study inform DOC's programmatic planning for the new facility?***

DOC appreciates the CJCC's production of the report. The report will serve as one of many guides in assisting DOC to enhance and implement planning both currently and for any new facility.



**87. What are the mandatory training requirements for volunteers at CDF and CTF?**

All DOC volunteers are required to undergo training before entry into the facility and annually thereafter. Volunteers and service providers currently receive training on correctional behaviors and evidence-based practices in correctional settings.

**a. How long do the trainings take?**

Training for new volunteers is eight hours.

**b. How many volunteers have participated in the trainings?**

There were 230 volunteers trained in calendar year 2017.

**c. What types of volunteers have participated in the trainings?**

A wide range of volunteers have participated in the DOC volunteer training to facilitate programs for inmates. These include politicians, music artists, bankers, doctors, lawyers, ex-offenders, clergy of all faiths, retired military, school teachers active and retired, retired police officers, church deacons, barbers, community activists, artists, and retired homeland security personnel.

**88. Does DOC provide food to DOC inmates while they are waiting to be seen by judges at D.C. Superior Court? If so, what specific food? If not, who provides these inmates food?**

DOC provides inmates designated for Court and those transported by the CCB with brown bag meals that consist of a sandwich, snack, and a drink.

**89. For FY17 and FY18, to date, please indicate all known incidents in which contraband was smuggled into either facility. In your answer, please specify what contraband as well as the DOC response.**

FY 17	Location	Type (Contraband)	DOC Response
10/4/2016	Visiting Hall Three	Marijuana, Cocaine, and Heroin	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
10/10/2016	South Two	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
10/25/2016	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
11/17/2016	South Two	Heroin	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
11/19/2016	South Two	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
11/20/2016	Southeast Three	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
11/20/2016	South Two	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/12/2016	Northwest One	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/12/2016	Northwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/13/2016	Northwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/15/2016	North One	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/27/2016	Mailroom	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/3/2017	Inmate Reception Center	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/4/2017	Visiting Hall One	Suboxone, Marijuana, Cocaine, Heroin	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/20/2017	South Two	Suboxone, Heroin, Tobacco, Cigarettes	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/27/2017	C4B	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
2/10/2017	Southwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
2/15/2017	South Two	Marijuana, Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
2/23/2017	Northwest Two	Marijuana, Heroin	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
2/25/2017	Inmate Reception Center	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
2/25/2017	Inmate Reception Center	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
3/7/2017	Northwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E

FY 17	Location	Type (Contraband)	DOC Response
3/20/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
4/3/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
4/3/2017	South Two	Marijuana, Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
4/5/2017	Inmate Reception Center /RD CONTROL	Cigarettes	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
4/20/2017	Northwest Two	Marijuana, Cocaine	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
4/21/2017	Northwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
4/26/2017	CTF Visiting Hall	Suspected Marijuana, Cigarettes	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/2/2017	South Two	Marijuana, Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/4/2017	Northwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/5/2017	Northwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/7/2017	Northwest Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/11/2017	Male R&D	Cocaine	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/15/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/24/2017	Male R&D	Cocaine	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
5/30/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
6/2/2017	Inmate Reception Center	Marijuana, Cocaine, Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
6/3/2017	Staff Entrance	Marijuana, Cigarettes, Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
6/19/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
7/13/2017	CTF Visiting Hall	Suspected Opioid	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
7/29/2017	Southwest Two	Heroin	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
8/7/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
8/9/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
8/18/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
8/29/2017	Northeast One	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
9/13/2017	South Two	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E

FY 18	Location	Type (Contraband)	DOC Response
10/5/2018	Mailroom	Suspected Heroin	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
10/25/2017	South Two	K2	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
11/3/2017	Visiting Hall -3 shakedown room	Opioid	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
11/7/2017	Southwest Two	K2	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/14/2017	Mailroom	Suspected Heroin	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/28/2017	CTF Visiting Hall	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
12/19/2017	CTF Visiting Hall	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/1/2018	North One	Suboxone	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/2/2018	Visiting Hall 2	Tobacco	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/2/2018	CDF Visiting Hall	Marijuana	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/19/2018	South 2 Sallyport	Cocaine	Items confiscated, investigated and secured in contraband safe per PS 5010.3E
1/19/2018	D2B	Cell Phone Watch	Items confiscated, investigated and secured in contraband safe per PS 5010.3E

**90. Please provide an update on DOC procedures for prohibiting contraband from entering DOC facilities.**

Please reference Contraband Control 5010.3D, see Attachment 17.

**a. What new policies, if any, have been implemented since the overdose deaths of two inmates earlier this year?**

There were no new policies, however the Entry and Exit Procedures has been revised and the procedures are tested with integrity checks.

**b. What policies have been implemented to prevent contraband from entering facilities by mail?**

Program Statement 4070.4G, Inmate Correspondence and Incoming Publications has been implemented in order to prevent contraband from entering the facility via mail. Such policy ensures that staff open, review, and inspect mail items prior to distributing them to the receivers on a daily basis. Additionally, a suspicious package attachment has been created to ensure staff are not only aware of how to identify a suspicious package but also how to handle it. We are working with the commissary vendor to implement a secure web-based communication system that is accessed through a kiosk in the housing unit. This will assist with the reduction of contraband being sent into the facility through the mail. These policies are not new and are ongoing.

**c. How often is contraband found by DOC through cell searches or otherwise?**

Pursuant to DOC Policy 5009.2E, all inmates entering or re-entering the facility are thoroughly searched. DOC conducts over 500,000 searches of inmates each year, with annual average of 17,000 searches occurring at intake.

An entrance search is also required for non-inmates entering DOC facilities (i.e., staff, volunteers, visitors, contractors, legal visits, etc.) whereby personal property is x-rayed and the individual completes an L3 body scan and pat search. In the last 12 months, DOC has searched nearly 12,000 inmates at intake; 1,720 social visitors; and 2,500 legal visitors. In addition, DOC staff regularly searches 1,000 employees; over 200 contractors; and volunteers from over 100 local organizations to detect and intercept contraband.

Despite the increased contraband introduction efforts, the discovery of contraband continues to be very rare.

**d. How often are opioids, such as heroin, fentanyl and diphenhydramine found in the cells or facility, in the mail or on persons attempting to enter the facility?**

Please refer to the chart in Question 89.

**91. Please provide an update on DOC's efforts to prevent the overdetention of inmates, such as occurred in the incident of Carlton Harris earlier this year.**

It is the policy of the DOC not to comment on specific cases regarding inmates.

**a. What steps has DOC taken to remedy any breakdowns in communication between DOC and the U.S. Marshals? What further steps, if any, does DOC plan to take?**

United States District Court (USDC) inmates are under the exclusive authority of the U.S. Marshals Service (USMS) and are held at the D.C Department of Corrections (DOC), pursuant to a contract. Per the terms of their contract and USMS nationwide policy, DOC has no authority to release or detain a federal inmate and may only do so per the instructions of USMS, historically by their issuance of a "Form 41" instructing DOC to do so. As such, DOC does not receive court orders, judgment and commitment orders, release orders, or other records from the court, only directions from USMS. This is in contrast to the process with D.C. Superior Court, where DOC receives the documents and works closely in coordination with their Quality Assurance Branch every day to ensure orders, sentences, and other legal instruments are correct and properly executed. USDC has no equivalent to the Quality Assurance Branch or the sharing of substantive case information.

**b. Did DOC and the U.S. Marshals meet to discuss the improvement of information flow on November 1, 2017, as planned? What was the outcome of the meeting? Does DOC plan to meet with the U.S. Marshals on a regular basis?**

Yes, DOC and the USMS meet quarterly with the goal of improving the paper flow process between USMS and DOC. Recently, we have agreed with the newly installed USMS Director that these meetings will occur on a monthly basis. Collectively, over the course of these extensive working meetings, USMS and DOC have agreed to a number of procedures. Some of the improvements made include, but are not limited to, the following:

1. Clarifying what documents issued by USMS are considered inmate "holding" authorizations;
2. Clarifying the documentation and methodology for release;
3. Preventing JACCS database discrepancies regarding DCSC in-transit holds versus USDC in-transit holds;
4. Streamlining after-hours point of contact information for USMS and DOC;
5. Streamlining the Federal Removal process;
6. Implementing a checks and balances review process to identify discrepancies in detentions;
7. Coordinating between USMS and USPC to address issues regarding parole violators; and
8. Agreeing that the USPC would send the Notice of Action (NOA) to the US Marshals as early as possible so that the USMS can issue an email for DOC to release a parole violator.

**c. How many incidents of inmate overdetentions have occurred in FY17 and FY18, to date? How many of these incidents involved U.S. District Court inmates, and how many involved DOC inmates?**

No District Court Inmate has been detained past the scheduled date of release. In FY17, there were two (2) individuals that were over-detained from Superior Court and one (1) individual has been over-detained from Superior Court in FY18, to date.

**92. *What are the scenarios that would lead to the transfer of an inmate housed in CTF to CDF? What policies are in place, if any, for an inmate to appeal such a transfer? How are their attorneys and families notified of the transfers?***

An inmate may be transferred from CTF to CDF for safety and security reasons. Transfers are not able to be appealed. Neither the inmates' attorneys nor the families are notified of such transfers.



**93. *What is DOC's policy regarding informing family members of an inmate's hospitalization? Of an inmate's death? Of an inmate's transfer of facilities? Of an inmate's placement in restrictive housing?***

Due to safety and security reasons, DOC does not notify family of an inmate's hospitalization, with the exception of Title XVI inmates, unless the hospitalization is life-threatening or that inmate is incapacitated.

In the event of an inmate's death, the next of kin is notified by the DOC Chaplain.

DOC does not notify family members of an inmate's transfer of facilities or whether an inmate has been placed in restrictive housing, with the exception of the Title XVI.

**94. Please provide menus reflecting food served to inmates in CDF and CTF for FY17 and FY18, to date, by day.**

Please see Attachment 18.

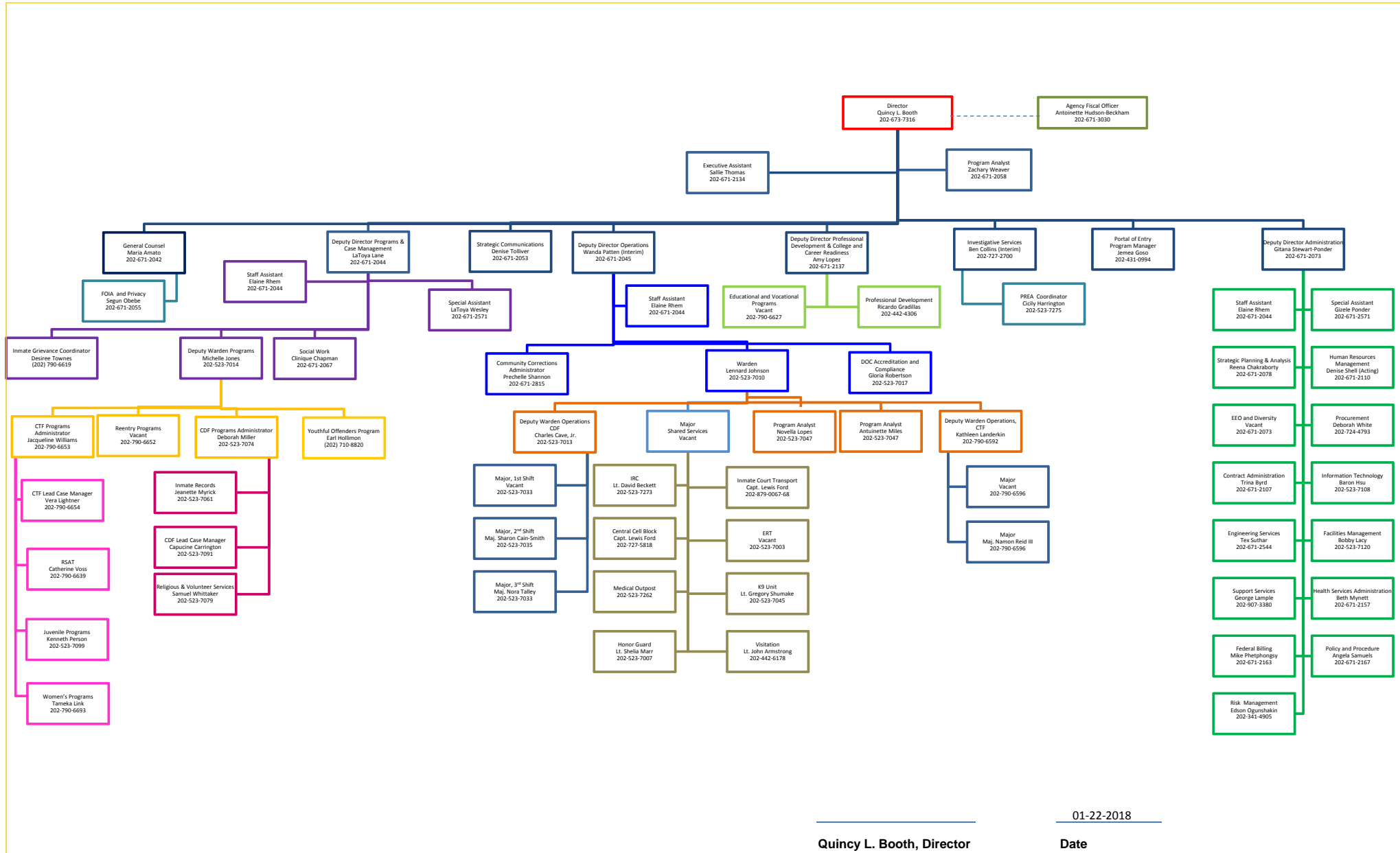
**95. *What items are available in the commissary, and what are the costs to inmates? When are these costs waived due to temperature (e.g. cold drinks in the summer or long johns in the winter)?***

At intake, DOC issues seasonally appropriate items (thermals, shorts, blankets, etc.). Beyond the intake allotment, DOC provides additional clothing and hot or cold beverages as needed.

Commissary costs cannot be waived and commissary items are served at room temperature.

Please see Attachment 19.

# DOC Organization Chart



# Transaction Detail

## DCPCARD

Date/Time Printed: 02/02/2018 10:34:23 AM

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Tran Date	Post Date	Purchase Method	Merchant	City, State	MCC	Debit Amount	Credit Amount	Tax
<b>BAKER, MICHELLE *****1854</b>									
176911068	10/14/2016	10/14/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$69.80	\$0.00	\$0.00
176911069	10/14/2016	10/14/2016	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$241.83	\$0.00	\$0.00
177020073	10/13/2016	10/17/2016	Unknown	LVI SERVICES INC	212-951-3668, NY	2842	\$3,150.00	\$0.00	\$0.00
177020074	10/14/2016	10/17/2016	Unknown	SENODA INC	WASHINGTON, DC	2741	\$2,055.00	\$0.00	\$0.00
177328955	10/19/2016	10/21/2016	Unknown	OTC BRANDS, INC.	OMAHA, NE	5964	\$188.40	\$0.00	\$0.00
177908306	10/27/2016	10/31/2016	Unknown	PARTY CITY	LANHAM, MD	5999	\$95.76	\$0.00	\$0.00
177908307	10/28/2016	10/31/2016	Unknown	UMCP FIRE AND RESCUE	03012269905, MD	8220	\$800.00	\$0.00	\$0.00
177908308	10/30/2016	10/31/2016	Unknown	STAPLES 00102269	BERWYN HEIGHT, MD	5943	\$23.28	\$0.00	\$0.00
177993413	10/31/2016	11/01/2016	Unknown	STAPLES 00102186	WASHINGTON, DC	5943	\$14.99	\$0.00	\$0.00
178132763	11/01/2016	11/03/2016	Unknown	PARTY CITY	FORESTVILLE, MD	5999	\$56.85	\$0.00	\$0.00
178213338	11/03/2016	11/04/2016	Unknown	ART & FRAMING	WASHINGTON, DC	5999	\$160.00	\$0.00	\$0.00
178640966	11/11/2016	11/11/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$60.63	\$0.00	\$0.00
178640967	11/11/2016	11/11/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$69.80	\$0.00	\$0.00
178640968	11/10/2016	11/11/2016	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$21.50	\$0.00	\$0.00
178640969	11/10/2016	11/11/2016	Unknown	ADAMS MORGAN ACE HARDW	WASHINGTON, DC	5251	\$54.02	\$0.00	\$0.00
178640970	11/10/2016	11/11/2016	Unknown	LOGAN HARDWARE	WASHINGTON, DC	5251	\$169.11	\$0.00	\$0.00
178640971	11/10/2016	11/11/2016	Unknown	TRUE VALUE HDW ON 17TH	WASHINGTON, DC	5251	\$59.97	\$0.00	\$0.00
178734765	11/10/2016	11/14/2016	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$19.80	\$0.00	\$0.00
179017220	11/17/2016	11/18/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$2,273.00	\$0.00	\$0.00

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Transaction Detail

Page 1 of 64

179535239	11/30/2016	11/30/2016	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$8.99	\$0.00	\$0.00
179611863	11/29/2016	12/01/2016	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$220.50	\$0.00	\$0.00
179611864	11/29/2016	12/01/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$0.00	(\$2,273.00)	\$0.00
179700871	12/01/2016	12/02/2016	Unknown	HAVIS INC	02159570720, PA	5085	\$358.20	\$0.00	\$0.00
179700872	12/01/2016	12/02/2016	Unknown	TABLEAU SOFTWARE INC.	2066333400, WA	5734	\$1,200.00	\$0.00	\$0.00
179820303	12/02/2016	12/05/2016	Unknown	SOLARWINDS	866-530-8100, TX	5734	\$1,250.00	\$0.00	\$0.00
179820304	12/02/2016	12/05/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$1,969.80	\$0.00	\$0.00
180123448	12/08/2016	12/09/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$1,055.75	\$0.00	\$0.00
180241957	12/10/2016	12/12/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$69.80	\$0.00	\$0.00
180241958	12/10/2016	12/12/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$53.75	\$0.00	\$0.00
180241959	12/09/2016	12/12/2016	Unknown	OTC BRANDS, INC.	OMAHA, NE	5964	\$199.66	\$0.00	\$0.00
180515534	12/15/2016	12/16/2016	Unknown	EARTH-KIND, INC.	BISMARCK, ND	5099	\$1,792.99	\$0.00	\$0.00
180616213	12/15/2016	12/19/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$1,183.96	\$0.00	\$0.00
180616216	12/16/2016	12/19/2016	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$930.00	\$0.00	\$0.00
180724215	12/20/2016	12/21/2016	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$1,170.00	\$0.00	\$0.00
180724216	12/20/2016	12/21/2016	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$0.00	(\$930.00)	\$0.00
180823067	12/21/2016	12/23/2016	Unknown	HOMEDEPOT.COM	800-430-3376, GA	5200	\$63.84	\$0.00	\$0.00
180875206	12/24/2016	12/26/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$60.63	\$0.00	\$0.00
180875207	12/24/2016	12/26/2016	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$273.57	\$0.00	\$0.00
180875208	12/23/2016	12/26/2016	Unknown	HUMANE RESTRAINT CO	608-8496313, WI	5047	\$1,666.26	\$0.00	\$0.00
180875209	12/23/2016	12/26/2016	Unknown	ECOTENSIL, INC	CORTE MADERA, CA	5719	\$217.28	\$0.00	\$0.00
180969735	12/27/2016	12/29/2016	Unknown	ANCHORTEX CORPORATION	TEL8567665240, NJ	5999	\$1,607.55	\$0.00	\$0.00

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181121983	01/03/2017	01/04/2017	Unknown	STAPLES	00102186	WASHINGTON, DC	5943	\$38.98	\$0.00	\$0.00
181166370	01/05/2017	01/05/2017	Unknown	COMCAST OF WASHINGTON		800-COMCAST, DC	4899	\$69.80	\$0.00	\$0.00
181310041	01/06/2017	01/09/2017	Unknown	D AND D TIRE CO.		HYATTSVILLE, MD	5532	\$720.29	\$0.00	\$0.00
181310042	01/06/2017	01/09/2017	Unknown	CAMBRIDGE EDUCATION SR		08472992930, IL	8299	\$1,210.09	\$0.00	\$0.00
181310043	01/06/2017	01/09/2017	Unknown	STANDARD OFFICE SUPPLY		202-8294820, DC	5943	\$1,539.93	\$0.00	\$0.00
181421087	01/10/2017	01/11/2017	Unknown	STANDARD OFFICE SUPPLY		202-8294820, DC	5943	\$89.99	\$0.00	\$0.00
181552731	01/12/2017	01/13/2017	Unknown	NEXT DAY SIGN EXPRESS		WASHINGTON, DC	8999	\$393.00	\$0.00	\$0.00
181653262	01/14/2017	01/16/2017	Unknown	SQ *SQ *A DIGITAL SOLU		GOSQ.COM, DC	7299	\$4,950.00	\$0.00	\$0.00
181745155	01/17/2017	01/18/2017	Unknown	STAPLES	00102186	WASHINGTON, DC	5943	\$60.26	\$0.00	\$3.28
181800611	01/18/2017	01/19/2017	Unknown	STANDARD OFFICE SUPPLY		202-8294820, DC	5943	\$307.85	\$0.00	\$0.00
181872852	01/19/2017	01/20/2017	Unknown	STANDARD OFFICE SUPPLY		202-8294820, DC	5943	\$89.99	\$0.00	\$0.00
181872853	01/19/2017	01/20/2017	Unknown	STAPLES	00102186	WASHINGTON, DC	5943	\$0.00	(\$3.28)	(\$3.28)
181872855	01/19/2017	01/20/2017	Unknown	STAPLES	00102186	WASHINGTON, DC	5943	\$54.95	\$0.00	\$0.00
181973525	01/20/2017	01/23/2017	Unknown	XCLUDER		847-495-4700, IL	7342	\$1,069.50	\$0.00	\$0.00
182184645	01/25/2017	01/26/2017	Unknown	WW GRAINGER		877-2022594, PA	5085	\$1,473.14	\$0.00	\$0.00
182270887	01/26/2017	01/27/2017	Unknown	SIGNS BY TOMORROW		07035240019, VA	5099	\$2,475.51	\$0.00	\$0.00
182270888	01/26/2017	01/27/2017	Unknown	HAVIS INC		02159570720, PA	5085	\$1,093.14	\$0.00	\$0.00
182386740	01/28/2017	01/30/2017	Unknown	COMCAST OF WASHINGTON		800-COMCAST, DC	4899	\$55.28	\$0.00	\$0.00
182386741	01/28/2017	01/30/2017	Unknown	COMCAST OF WASHINGTON		800-COMCAST, DC	4899	\$99.80	\$0.00	\$0.00
182386742	01/28/2017	01/30/2017	Unknown	READYREFRESH BY NESTLE		800-274-5282, MA	5999	\$178.57	\$0.00	\$0.00
182386743	01/27/2017	01/30/2017	Unknown	DURON #3373		DIST COLUMBIA, DC	5231	\$876.68	\$0.00	\$0.00
182386744	01/27/2017	01/30/2017	Unknown	WW GRAINGER		877-2022594, PA	5085	\$447.60	\$0.00	\$0.00

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182469360	01/30/2017	01/31/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$38.91	\$0.00	\$2.12
182469361	01/30/2017	01/31/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$0.00	(\$38.91)	\$0.00
182469362	01/30/2017	01/31/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$36.79	\$0.00	\$0.00
182599993	01/31/2017	02/02/2017	Unknown	PARTY CITY	LANHAM, MD	5999	\$41.79	\$0.00	\$0.00
182599994	02/01/2017	02/02/2017	Unknown	NORTHSHOREC	4403666112, OH	5732	\$266.69	\$0.00	\$0.00
182937779	02/06/2017	02/08/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$379.57	\$0.00	\$0.00
182937780	02/07/2017	02/08/2017	Unknown	ART & FRAMING	WASHINGTON, DC	5999	\$600.00	\$0.00	\$0.00
183006207	02/08/2017	02/09/2017	Unknown	STAPLES 00115329	WASHINGTON, DC	5943	\$187.26	\$0.00	\$0.00
183082747	02/09/2017	02/10/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$127.72	\$0.00	\$0.00
183194286	02/10/2017	02/13/2017	Unknown	USPS PO 1049490275	WASHINGTON, DC	9402	\$78.48	\$0.00	\$0.00
183194287	02/11/2017	02/13/2017	Unknown	MOBILITY WORKS - WILBE	330-8611118, OH	5511	\$233.80	\$0.00	\$11.69
183271438	02/14/2017	02/14/2017	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, WI	5964	\$499.37	\$0.00	\$0.00
183328404	02/14/2017	02/15/2017	Unknown	LINKEDIN	LINKEDIN.COM, CA	5968	\$2,100.00	\$0.00	\$0.00
183392168	02/15/2017	02/16/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$18.49	\$0.00	\$1.01
183392169	02/15/2017	02/16/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$0.00	(\$18.49)	\$0.00
183392170	02/15/2017	02/16/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$17.48	\$0.00	\$0.00
183464274	02/16/2017	02/17/2017	Unknown	USPS PO 1049490275	WASHINGTON, DC	9402	\$128.58	\$0.00	\$0.00
183464275	02/16/2017	02/17/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$1,628.79	\$0.00	\$0.00
183571502	02/17/2017	02/20/2017	Unknown	USPS PO 1049490275	WASHINGTON, DC	9402	\$25.35	\$0.00	\$0.00
183571503	02/17/2017	02/20/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$29.24	\$0.00	\$0.00
183668165	02/21/2017	02/22/2017	Unknown	USPS PO 1049490275	WASHINGTON, DC	9402	\$69.03	\$0.00	\$0.00
183923845	02/25/2017	02/27/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$55.28	\$0.00	\$0.00
183923846	02/25/2017	02/27/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$99.80	\$0.00	\$0.00
183923847	02/25/2017	02/27/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$8.99	\$0.00	\$0.00

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183923848	02/24/2017	02/27/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$70.00	\$0.00	\$0.00
183923849	02/24/2017	02/27/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$452.80	\$0.00	\$0.00
184236523	03/01/2017	03/03/2017	Unknown	BEST WESTERN IWO JIMA	ARLINGTON, VA	3502	\$924.06	\$0.00	\$0.00
184236524	03/02/2017	03/03/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$5.00	\$0.00	\$0.00
184853302	03/13/2017	03/14/2017	Unknown	ART & FRAMING	WASHINGTON, DC	5999	\$145.00	\$0.00	\$0.00
184853303	03/13/2017	03/14/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$23.97	\$0.00	\$0.00
184973007	03/15/2017	03/16/2017	Unknown	SQ *SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	\$2,750.00	\$0.00	\$0.00
185047744	03/17/2017	03/17/2017	Unknown	AMAZON.COM	AMAZON.COM, WA	5942	\$49.91	\$0.00	\$0.00
185047745	03/16/2017	03/17/2017	Unknown	NATIONAL PELRA	07604331690, CA	8999	\$399.00	\$0.00	\$0.00
185156488	03/19/2017	03/20/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
185232930	03/20/2017	03/21/2017	Unknown	ART & FRAMING	WASHINGTON, DC	5999	\$300.00	\$0.00	\$0.00
185365841	03/22/2017	03/23/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$386.02	\$0.00	\$0.00
185651203	03/28/2017	03/28/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$55.28	\$0.00	\$0.00
185651204	03/28/2017	03/28/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$8.99	\$0.00	\$0.00
185725086	03/27/2017	03/29/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$2,775.00	\$0.00	\$0.00
185803713	03/29/2017	03/30/2017	Unknown	INT*IN *NEXT DAY SIGN	202-3936677, DC	5099	\$199.03	\$0.00	\$0.00
185803714	03/30/2017	03/30/2017	Unknown	GEORGE PATTON ASSOCIAT	401-247-0333, MA	5099	\$198.42	\$0.00	\$0.00
185883217	03/30/2017	03/31/2017	Unknown	STICKERSBANNERS	8556227272, GA	2741	\$249.00	\$0.00	\$0.00
185883218	03/30/2017	03/31/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$46.28	\$0.00	\$0.00
185999603	04/01/2017	04/03/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$99.80	\$0.00	\$0.00
185999604	03/31/2017	04/03/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$555.60	\$0.00	\$0.00
185999605	04/01/2017	04/03/2017	Unknown	FEDEX 93671122	MEMPHIS, TN	4215	\$3.72	\$0.00	\$0.00
186153488	04/04/2017	04/05/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$3,420.00	\$0.00	\$0.00

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186304016	04/07/2017	04/07/2017	Unknown	AMAZON MKTPLACE PMTS	AMAZON MKTPLA, WA	5942	\$30.34	\$0.00	\$0.00
186420437	04/07/2017	04/10/2017	Unknown	AMAZON MKTPLACE PMTS	AMAZON MKTPLA, WA	5942	\$117.00	\$0.00	\$0.00
186420438	04/07/2017	04/10/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$5.00	\$0.00	\$0.00
186420439	04/07/2017	04/10/2017	Unknown	OTC BRANDS, INC.	OMAHA, NE	5964	\$188.94	\$0.00	\$0.00
186420440	04/10/2017	04/10/2017	Unknown	AMAZON MKTPLACE PMTS	AMAZON MKTPLA, WA	5942	\$35.94	\$0.00	\$0.00
186502243	04/10/2017	04/11/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$381.32	\$0.00	\$0.00
186560649	04/11/2017	04/12/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$131.10	\$0.00	\$0.00
186701862	04/13/2017	04/14/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$0.00	(\$5.00)	\$0.00
186806037	04/15/2017	04/17/2017	Unknown	ALLIED ELECTRONICS INC	800-433-5700, TX	5964	\$3,377.28	\$0.00	\$0.00
186998636	04/19/2017	04/20/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
187271939	04/24/2017	04/25/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$524.50	\$0.00	\$0.00
187271940	04/24/2017	04/25/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$318.70	\$0.00	\$0.00
187271941	04/25/2017	04/25/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$372.57	\$0.00	\$0.00
187338507	04/26/2017	04/26/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$99.80	\$0.00	\$0.00
187338508	04/26/2017	04/26/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$55.28	\$0.00	\$0.00
187338509	04/25/2017	04/26/2017	Unknown	SIGNS BY TOMORROW	07035240019, VA	5099	\$775.00	\$0.00	\$0.00
187630710	04/28/2017	05/01/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$36.40	\$0.00	\$0.00
187630711	04/30/2017	05/01/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$199.11	\$0.00	\$0.00
187935633	05/04/2017	05/05/2017	Unknown	AH JORDAN PLUMBING & M	02025291058, DC	1711	\$1,450.00	\$0.00	\$0.00
187935634	05/04/2017	05/05/2017	Unknown	LOGICAL INNOVATIONS, L	DOVER, NH	7399	\$500.00	\$0.00	\$0.00
188050233	05/04/2017	05/08/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$455.00	\$0.00	\$0.00

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188134819	05/08/2017	05/09/2017	Unknown	INT*IN *NEXT DAY SIGN	202-3936677, DC	5099	\$1,020.50	\$0.00	\$0.00
188134820	05/08/2017	05/09/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$13.98	\$0.00	\$0.00
188468334	05/12/2017	05/15/2017	Unknown	SIGNS BY TOMORROW	07035240019, VA	5099	\$4,309.11	\$0.00	\$0.00
188878412	05/19/2017	05/22/2017	Unknown	CTC*CONSTANTCONTA	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
189175574	05/26/2017	05/26/2017	Unknown	CT.C					
189175574	05/26/2017	05/26/2017	Unknown	COMCAST OF	800-COMCAST, DC	4899	\$55.28	\$0.00	\$0.00
189175575	05/26/2017	05/26/2017	Unknown	WASHINGTON					
189175575	05/26/2017	05/26/2017	Unknown	READYREFRESH BY	800-274-5282, MA	5999	\$8.99	\$0.00	\$0.00
189175575	05/26/2017	05/26/2017	Unknown	NESTLE					
189723692	06/05/2017	06/06/2017	Unknown	BEST BUY	00010926 WASHINGTON, DC	5732	\$299.99	\$0.00	\$16.99
189723693	06/06/2017	06/06/2017	Unknown						
189723693	06/06/2017	06/06/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$99.80	\$0.00	\$0.00
190218912	06/12/2017	06/14/2017	Unknown	LANDOVER PRINTING	LANDOVER, MD	7338	\$427.50	\$0.00	\$0.00
190218912	06/12/2017	06/14/2017	Unknown	CENT					
190494854	06/16/2017	06/19/2017	Unknown	D AND D TIRE CO.	HYATTSVILLE, MD	5532	\$185.45	\$0.00	\$0.00
190494855	06/16/2017	06/19/2017	Unknown	ZIMMERMAN ACE	BURTONSVILLE, MD	5251	\$1,660.90	\$0.00	\$0.00
190494855	06/16/2017	06/19/2017	Unknown	HARDWARE					
190581549	06/19/2017	06/20/2017	Unknown	NRA LAW	703-267-1634, VA	8299	\$2,580.00	\$0.00	\$0.00
190581549	06/19/2017	06/20/2017	Unknown	ENFORCEMENT					
190581550	06/19/2017	06/20/2017	Unknown	CTC*CONSTANTCONTA	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
190581550	06/19/2017	06/20/2017	Unknown	CT.C					

<b>Totals for BAKER, MICHELLE</b>				<b>Total Transactions 144</b>			<b>\$81,913.69</b>	<b>(\$3,268.68)</b>	<b>\$31.81</b>
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**BAKER, MICHELLE \*\*\*\*\*6211**

191084533	06/28/2017	06/28/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$55.77	\$0.00	\$0.00
191084534	06/28/2017	06/28/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$124.45	\$0.00	\$0.00
191084535	06/28/2017	06/28/2017	Unknown	READYREFRESH BY	800-274-5282, MA	5999	\$219.31	\$0.00	\$0.00
191084535	06/28/2017	06/28/2017	Unknown	NESTLE					
191573207	07/06/2017	07/07/2017	Unknown	TINGUE BROWN & CO	02017964490, NJ	5046	\$2,434.21	\$0.00	\$0.00
191573207	07/06/2017	07/07/2017	Unknown						
191916108	07/12/2017	07/13/2017	Unknown	NATIONAL PELRA	07604331690, CA	8999	\$0.00	(\$399.00)	\$0.00
192002373	07/12/2017	07/14/2017	Unknown	INTERACTIVE	CROFTON, MD	5065	\$720.00	\$0.00	\$0.00
192002373	07/12/2017	07/14/2017	Unknown	TOUCHSCREE					
192201684	07/17/2017	07/18/2017	Unknown	NEW YORK TIMES	800-698-4637, NY	5968	\$407.14	\$0.00	\$0.00
192201684	07/17/2017	07/18/2017	Unknown	DIGITAL					
192201685	07/17/2017	07/18/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$55.92	\$0.00	\$0.00

192438789	07/20/2017	07/21/2017	Unknown	AMERICAN RED CROSS	800-733-2767, DC	8398	\$300.00	\$0.00	\$0.00
192438790	07/20/2017	07/21/2017	Unknown	AMERICAN RED CROSS	800-733-2767, DC	8398	\$300.00	\$0.00	\$0.00
192582165	07/21/2017	07/24/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$2,220.00	\$0.00	\$0.00
192820840	07/26/2017	07/27/2017	Unknown	ID ZONE	8009105987, FL	5199	\$1,055.00	\$0.00	\$0.00
192820841	07/27/2017	07/27/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$118.46	\$0.00	\$0.00
192820842	07/27/2017	07/27/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$55.77	\$0.00	\$0.00
192820843	07/27/2017	07/27/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$458.14	\$0.00	\$0.00
193113429	07/31/2017	08/01/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$166.00	\$0.00	\$0.00
193113430	07/31/2017	08/01/2017	Unknown	J P	301-5958900, MD	1711	\$2,100.12	\$0.00	\$0.00
193191685	08/01/2017	08/02/2017	Unknown	VOIANCE LLC	520-7459447, AZ	7399	\$1,731.31	\$0.00	\$86.57
193191686	08/01/2017	08/02/2017	Unknown	ZIMMERMAN ACE HARDWARE	BURTONSVILLE, MD	5251	\$1,160.30	\$0.00	\$0.00
193191687	08/01/2017	08/02/2017	Unknown	ZIMMERMAN ACE HARDWARE	BURTONSVILLE, MD	5251	\$66.82	\$0.00	\$0.00
193273869	08/03/2017	08/03/2017	Unknown	EMBASSY SUITES	502-3804234, KY	3695	\$421.35	\$0.00	\$0.00
193365408	08/02/2017	08/04/2017	Unknown	EVIGILANT.COM INC	LORTON, VA	7393	\$2,105.08	\$0.00	\$0.00
193506402	08/03/2017	08/07/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$224.60	\$0.00	\$0.00
193506403	08/03/2017	08/07/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$105.72	\$0.00	\$0.00
193568782	08/07/2017	08/08/2017	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$88.00	\$0.00	\$0.00
193645906	08/08/2017	08/09/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
193722517	08/07/2017	08/10/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$1,353.68	\$0.00	\$0.00
193814318	08/09/2017	08/11/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$739.80	\$0.00	\$0.00
194418797	08/17/2017	08/21/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$266.60	\$0.00	\$0.00
194418798	08/19/2017	08/21/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
194475002	08/22/2017	08/22/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$55.77	\$0.00	\$0.00
194475003	08/22/2017	08/22/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, MA	5999	\$295.30	\$0.00	\$0.00
194549660	08/21/2017	08/23/2017	Unknown	TCG RX	2622795307, WI	5046	\$241.15	\$0.00	\$0.00

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194549661	08/22/2017	08/23/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$74.83	\$0.00	\$0.00
194549662	08/21/2017	08/23/2017	Unknown	SOUTHWES 5268755680768	800-435-9792, TX	3066	\$295.92	\$0.00	\$0.00
194631902	08/22/2017	08/24/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$37.40	\$0.00	\$0.00
195152339	08/28/2017	08/31/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$73.11	\$0.00	\$0.00
195152340	08/30/2017	08/31/2017	Unknown	VOIANCE LLC	520-7459447, AZ	7399	\$131.95	\$0.00	\$6.60
195243517	08/31/2017	09/01/2017	Unknown	BESTBUYCOM804443005 285	888-BESTBUY, MN	5732	\$72.99	\$0.00	\$4.70
195243518	08/31/2017	09/01/2017	Unknown	BESTBUYCOM804443005 285	888-BESTBUY, MN	5732	\$17.99	\$0.00	\$1.16
195243519	08/31/2017	09/01/2017	Unknown	BESTBUYCOM804443005 285	888-BESTBUY, MN	5732	\$124.72	\$0.00	\$8.03
195243520	09/01/2017	09/01/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$118.46	\$0.00	\$0.00
195402558	08/31/2017	09/04/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$3,934.00	\$0.00	\$0.00
195402559	08/31/2017	09/04/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$27.50	\$0.00	\$0.00
195402560	08/31/2017	09/04/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$128.00	\$0.00	\$0.00
195402561	09/01/2017	09/04/2017	Unknown	SERVPRO OF WASHINGTON	LANHAM, MD	7299	\$1,658.66	\$0.00	\$0.00
195402563	09/01/2017	09/04/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$1,303.68	\$0.00	\$0.00
195402564	09/01/2017	09/04/2017	Unknown	BESTBUYCOM804443005 285	888-BESTBUY, MN	5732	\$41.98	\$0.00	\$2.71
195402565	09/01/2017	09/04/2017	Unknown	TABLEAU SOFTWARE INC.	2066333400, WA	5734	\$1,200.00	\$0.00	\$0.00
195402566	09/01/2017	09/04/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$4,462.20	\$0.00	\$0.00
195402567	09/04/2017	09/04/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$348.88	\$0.00	\$0.00
195586012	09/06/2017	09/07/2017	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$50.00	\$0.00	\$0.00
195586013	09/06/2017	09/07/2017	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$161.00	\$0.00	\$0.00
195586014	09/06/2017	09/07/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$299.70	\$0.00	\$0.00

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195686362	09/07/2017	09/08/2017	Unknown	DOUBLETREE CLB BAYSIDE	617-8223600, MA	3692	\$628.44	\$0.00	\$0.00
195686363	09/07/2017	09/08/2017	Unknown	DOUBLETREE CLB BAYSIDE	617-8223600, MA	3692	\$628.44	\$0.00	\$0.00
196015233	09/13/2017	09/13/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$55.77	\$0.00	\$0.00
196015234	09/13/2017	09/13/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$118.46	\$0.00	\$0.00
196015235	09/13/2017	09/13/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, CA	5999	\$152.19	\$0.00	\$0.00
196211682	09/14/2017	09/15/2017	Unknown	EFI GLOBAL	888-888-2467, TX	7392	\$1,875.65	\$0.00	\$0.00
196548574	09/19/2017	09/20/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00

**Totals for BAKER, MICHELLE**

**Total Transactions 61**

**\$37,802.69**

**(\$399.00)**

**\$109.77**

**HAMPTON, WILLIAM \*\*\*\*\*4040**

182920669	02/07/2017	02/08/2017	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$522.68	\$0.00	\$0.00
183063148	02/09/2017	02/10/2017	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$291.68	\$0.00	\$0.00
183160827	02/10/2017	02/13/2017	Unknown	EJ USA FINKSBURG	FINKSBURG, MD	5099	\$757.65	\$0.00	\$0.00
183259596	02/13/2017	02/14/2017	Unknown	IN *EASTERN SAFE & LOC	703-5412200, VA	1711	\$274.00	\$0.00	\$0.00
183259597	02/13/2017	02/14/2017	Unknown	BLAYDES LOCK CO INC	202-8327100, DC	7399	\$2,893.50	\$0.00	\$0.00
183311917	02/14/2017	02/15/2017	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$1,963.21	\$0.00	\$0.00
183446190	02/15/2017	02/17/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$747.68	\$0.00	\$0.00
183539694	02/17/2017	02/20/2017	Unknown	BALTIMORE DOOR & FRAME	HALETHORPE, MD	5039	\$165.00	\$0.00	\$0.00
183539695	02/17/2017	02/20/2017	Unknown	SIGNS BY TOMORROW	07035240019, VA	5099	\$4,394.02	\$0.00	\$0.00
183783593	02/23/2017	02/24/2017	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$0.00	(\$0.27)	\$0.00
183882587	02/23/2017	02/27/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$109.69	\$0.00	\$0.00
183882593	02/24/2017	02/27/2017	Unknown	JOHNSON CONTROLS SS	800-3822804, WI	5074	\$1,800.00	\$0.00	\$0.00
184001328	02/27/2017	02/28/2017	Unknown	OVERHEAD DOOR CO OF WA	301-9371800, MD	1799	\$692.50	\$0.00	\$0.00
184059809	02/27/2017	03/01/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$628.81	\$0.00	\$0.00
184213586	03/02/2017	03/03/2017	Unknown	D AND D TIRE CO.	HYATTSVILLE, MD	5532	\$0.00	(\$158.95)	\$0.00

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184213587	03/01/2017	03/03/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$315.11	\$0.00	\$0.00
184213588	03/02/2017	03/03/2017	Unknown	D AND D TIRE CO.	HYATTSVILLE, MD	5532	\$158.95	\$0.00	\$0.00
184213589	03/02/2017	03/03/2017	Unknown	D AND D TIRE CO.	HYATTSVILLE, MD	5532	\$149.95	\$0.00	\$0.00
184213590	03/02/2017	03/03/2017	Unknown	GATE LOGIC SECURITY	07037634283, VA	5039	\$805.00	\$0.00	\$0.00
184318371	03/03/2017	03/06/2017	Unknown	THYSSENKRUPP ELEVATOR	06782021092, GA	5085	\$2,145.05	\$0.00	\$85.80
184318372	03/03/2017	03/06/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$2,099.54	\$0.00	\$0.00
184429740	03/06/2017	03/07/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$582.66	\$0.00	\$0.00
184488893	03/07/2017	03/08/2017	Unknown	THE UPS STORE #5205	STERLING, VA	7399	\$120.01	\$0.00	\$0.00
184488894	03/07/2017	03/08/2017	Unknown	BALTIMORE DOOR & FRAME	HALETHORPE, MD	5039	\$963.00	\$0.00	\$0.00
184634755	03/08/2017	03/10/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$545.98	\$0.00	\$0.00
184736176	03/09/2017	03/13/2017	Unknown	HYNES & WALLER, INC.	3012499421, MD	5046	\$280.00	\$0.00	\$0.00
184736177	03/10/2017	03/13/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$305.99	\$0.00	\$0.00
184840569	03/13/2017	03/14/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$1,263.71	\$0.00	\$0.00
185123635	03/18/2017	03/20/2017	Unknown	FRAGERS HARDWARE	WASHINGTON, DC	5251	\$20.97	\$0.00	\$0.00
185218457	03/19/2017	03/21/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$124.94	\$0.00	\$0.00
185346737	03/22/2017	03/23/2017	Unknown	SQ *SQ *NOVA GLASS	ALEXANDRIA, VA	7399	\$425.00	\$0.00	\$0.00
185346738	03/22/2017	03/23/2017	Unknown	SIGNS BY TOMORROW	07035240019, VA	5099	\$1,199.99	\$0.00	\$0.00
185424159	03/23/2017	03/24/2017	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$0.00	(\$46.05)	\$0.00
185424160	03/23/2017	03/24/2017	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$800.87	\$0.00	\$43.55
185424161	03/22/2017	03/24/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$131.44	\$0.00	\$0.00
185424162	03/23/2017	03/24/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$2,865.00	\$0.00	\$0.00
185528207	03/24/2017	03/27/2017	Unknown	LOGAN HARDWARE	WASHINGTON, DC	5251	\$359.96	\$0.00	\$0.00
185528208	03/24/2017	03/27/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$370.44	\$0.00	\$0.00
185638771	03/27/2017	03/28/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$430.98	\$0.00	\$0.00

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185638772	03/27/2017	03/28/2017	Unknown	ORANGE RESEARCH INC	203-877-5657, CT	5085	\$325.00	\$0.00	\$0.00
185861719	03/30/2017	03/31/2017	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$217.76	\$0.00	\$0.00
185861720	03/30/2017	03/31/2017	Unknown	FERGUSON	240-264-3600, MD	5074	\$226.36	\$0.00	\$0.00
185861721	03/30/2017	03/31/2017	Unknown	ENTERPRISES #					
185861721	03/30/2017	03/31/2017	Unknown	BIG ASS FANS	859-233-1271, KY	5074	\$4,875.00	\$0.00	\$0.00
186205040	04/05/2017	04/06/2017	Unknown	OVERHEAD DOOR CO	301-9371800, MD	1799	\$403.50	\$0.00	\$0.00
186205041	04/05/2017	04/06/2017	Unknown	OF WA					
186205041	04/05/2017	04/06/2017	Unknown	DORMA DBA DOOR	09136600081, KS	5039	\$905.69	\$0.00	\$0.00
186205041	04/05/2017	04/06/2017	Unknown	CONTROL					
186682580	04/13/2017	04/14/2017	Unknown	XYL DEWATERING	856-467-3636, NJ	5099	\$236.60	\$0.00	\$0.00
186682581	04/12/2017	04/14/2017	Unknown	SAFETY COMPLIANCE	844-556-3149, FL	2741	\$259.00	\$0.00	\$0.00
186682581	04/12/2017	04/14/2017	Unknown	PUB					

**Totals for HAMPTON, WILLIAM**

**Total Transactions 47**

**\$39,153.87**

**(\$205.27)**

**\$129.35**

**POWELL, GENESTER \*\*\*\*\*9954**

176671845	10/08/2016	10/10/2016	Unknown	PIZZA HUT # 023564	02023963300, DC	5812	\$121.44	\$0.00	\$0.00
177913089	10/28/2016	10/31/2016	Unknown	KENNYS CARRYOUT	WASHINGTON, DC	5812	\$51.40	\$0.00	\$0.00
178341502	11/04/2016	11/07/2016	Unknown	CHAR BAR	WASHINGTON, DC	5812	\$32.00	\$0.00	\$0.00
178341502	11/04/2016	11/07/2016	Unknown	RESTAURANT					
178341503	11/04/2016	11/07/2016	Unknown	POPEYE'S CHICKEN &	WASHINGTON, DC	5814	\$66.24	\$0.00	\$0.00
178341503	11/04/2016	11/07/2016	Unknown	BIS					
178426151	11/07/2016	11/08/2016	Unknown	DOMINO'S 4325	703-734-7080, DC	5814	\$29.95	\$0.00	\$0.00
179824797	12/02/2016	12/05/2016	Unknown	CHIPOTLE 1691	WASHINGTON, DC	5814	\$73.25	\$0.00	\$0.00
179824798	12/02/2016	12/05/2016	Unknown	CHIPOTLE 1691	WASHINGTON, DC	5814	\$12.75	\$0.00	\$0.00
180246550	12/09/2016	12/12/2016	Unknown	SUBWAY 03006616	WASHINGTON, DC	5814	\$44.55	\$0.00	\$2.53
180246551	12/09/2016	12/12/2016	Unknown	HARRIS TEETER #0282	WASHINGTON, DC	5411	\$29.16	\$0.00	\$0.00
180614222	12/16/2016	12/19/2016	Unknown	HARRIS TEETER #0282	WASHINGTON, DC	5411	\$198.71	\$0.00	\$0.00
180877958	12/23/2016	12/26/2016	Unknown	POPEYE'S CHICKEN &	WASHINGTON, DC	5814	\$96.24	\$0.00	\$0.00
180877958	12/23/2016	12/26/2016	Unknown	BIS					
181971363	01/19/2017	01/23/2017	Unknown	PIZZA HUT # 023564	WASHINGTON, DC	5812	\$50.97	\$0.00	\$0.00
183198629	02/10/2017	02/13/2017	Unknown	PIZZA HUT # 023546	WASHINGTON, DC	5812	\$84.99	\$0.00	\$0.00
183198630	02/10/2017	02/13/2017	Unknown	CHANGE COMPANIES	CARSON CITY, NV	7399	\$2,172.71	\$0.00	\$0.00
183198630	02/10/2017	02/13/2017	Unknown	THE					
183273379	02/13/2017	02/14/2017	Unknown	STANDARD OFFICE	202-8294820, DC	5943	\$1,420.50	\$0.00	\$0.00
183273379	02/13/2017	02/14/2017	Unknown	SUPPLY					

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184235059	03/02/2017	03/03/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$2,988.43	\$0.00	\$0.00
184445485	03/06/2017	03/07/2017	Unknown	MVS INC	02027227981, DC	5045	\$150.00	\$0.00	\$0.00
184575491	03/08/2017	03/09/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$284.53	\$0.00	\$0.00
185046377	03/16/2017	03/17/2017	Unknown	MVS INC	02027227981, DC	5045	\$346.45	\$0.00	\$0.00
185723405	03/28/2017	03/29/2017	Unknown	INT*IN *AMERICAN SUPPL	202-5474090, DC	5719	\$840.00	\$0.00	\$0.00
186004700	03/31/2017	04/03/2017	Unknown	PIZZA HUT # 023546	WASHINGTON, DC	5812	\$126.48	\$0.00	\$0.00
186004701	03/31/2017	04/03/2017	Unknown	PIZZA HUT # 023546	WASHINGTON, DC	5812	\$0.00	(\$126.48)	\$0.00
186004702	03/31/2017	04/03/2017	Unknown	PIZZA HUT # 023546	WASHINGTON, DC	5812	\$114.98	\$0.00	\$0.00
186091042	04/03/2017	04/04/2017	Unknown	DOMINO'S 4326	703-734-7080, DC	5814	\$215.64	\$0.00	\$0.00
186152187	04/03/2017	04/05/2017	Unknown	SAFEWAY STORE00042051	WASHINGTON, DC	5411	\$35.98	\$0.00	\$1.40
186302600	04/05/2017	04/07/2017	Unknown	SAFEWAY STORE00042051	WASHINGTON, DC	5411	\$0.00	(\$1.40)	\$0.00
186700514	04/13/2017	04/14/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$2,161.96	\$0.00	\$0.00
186803853	04/14/2017	04/17/2017	Unknown	CHIPOTLE 1691	WASHINGTON, DC	5814	\$36.00	\$0.00	\$0.00
186803854	04/14/2017	04/17/2017	Unknown	CHIPOTLE 1691	WASHINGTON, DC	5814	\$10.50	\$0.00	\$0.00
188271136	05/09/2017	05/11/2017	Unknown	SAFEWAY STORE00042705	WASHINGTON, DC	5411	\$120.57	\$0.00	\$0.00
188271137	05/09/2017	05/11/2017	Unknown	PIZZA HUT # 023564	WASHINGTON, DC	5812	\$274.33	\$0.00	\$0.00
188681882	05/17/2017	05/18/2017	Unknown	BSN*SPORT SUPPLY GROUP	806-527-7510, TX	5137	\$4,268.48	\$0.00	\$0.00
189291292	05/26/2017	05/29/2017	Unknown	PIZZA HUT # 023564	WASHINGTON, DC	5812	\$21.79	\$0.00	\$0.00
189642659	06/03/2017	06/05/2017	Unknown	PAPA JOHN'S #03727	202-396-7272, DC	5814	\$147.50	\$0.00	\$0.00
190499999	06/16/2017	06/19/2017	Unknown	PIZZA HUT # 023564	WASHINGTON, DC	5812	\$137.45	\$0.00	\$0.00
191369308	06/30/2017	07/03/2017	Unknown	SUBWAY 00006098	WASHINGTON, DC	5814	\$28.37	\$0.00	\$1.61
191369309	06/30/2017	07/03/2017	Unknown	SUBWAY 00006098	WASHINGTON, DC	5814	\$8.84	\$0.00	\$0.51
191510571	07/05/2017	07/06/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$339.96	\$0.00	\$0.00
191816921	07/11/2017	07/12/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$287.73	\$0.00	\$0.00
192881140	07/27/2017	07/28/2017	Unknown	MVS INC	02027227981, DC	7399	\$614.47	\$0.00	\$0.00
193012462	07/28/2017	07/31/2017	Unknown	PIZZA HUT # 023564	WASHINGTON, DC	5812	\$46.95	\$0.00	\$0.00
193335270	08/03/2017	08/04/2017	Unknown	ACTION BEAUTY SUPPLY	03017722733, MD	7299	\$4,640.90	\$0.00	\$0.00

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193920223	08/10/2017	08/14/2017	Unknown	SAFEWAY STORE00014456	WASHINGTON, DC	5411	\$111.88	\$0.00	\$0.00
193920224	08/10/2017	08/14/2017	Unknown	SAFEWAY STORE00014456	WASHINGTON, DC	5411	\$5.98	\$0.00	\$0.00
193920225	08/11/2017	08/14/2017	Unknown	HARRIS TEETER #0282	WASHINGTON, DC	5411	\$113.88	\$0.00	\$0.00
194374612	08/18/2017	08/21/2017	Unknown	POPEYE'S CHICKEN & BIS	WASHINGTON, DC	5814	\$67.93	\$0.00	\$0.00
195122829	08/30/2017	08/31/2017	Unknown	MVS INC	02027227981, DC	7399	\$424.25	\$0.00	\$0.00
195808262	09/08/2017	09/11/2017	Unknown	HARRIS TEETER #0282	WASHINGTON, DC	5411	\$39.96	\$0.00	\$0.00
195808263	09/08/2017	09/11/2017	Unknown	HARRISTEETER #383	WASHINGTON, DC	5411	\$261.79	\$0.00	\$0.00
196608424	09/20/2017	09/21/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$3,673.93	\$0.00	\$0.00

**Totals for POWELL, GENESTER**

**Total Transactions 50**

**\$27,432.75**

**(\$127.88)**

**\$6.05**

**POWELL, GENESTER \*\*\*\*\*7913**

176786073	10/11/2016	10/12/2016	Unknown	SQ *SQ *A DIGITAL SOLU	WASHINGTON, DC	7299	\$4,750.00	\$0.00	\$0.00
176848459	10/12/2016	10/13/2016	Unknown	IN *GENERAL MERCHANDIS	202-8328666, DC	5231	\$1,596.00	\$0.00	\$0.00
176920645	10/13/2016	10/14/2016	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$629.25	\$0.00	\$0.00
176920646	10/13/2016	10/14/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$1,095.00	\$0.00	\$0.00
177044317	10/14/2016	10/17/2016	Unknown	IN *GENERAL MERCHANDIS	202-8328666, DC	5231	\$519.80	\$0.00	\$0.00
177044318	10/14/2016	10/17/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$103.83	\$0.00	\$0.00
177174926	10/17/2016	10/19/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$0.00	(\$55.55)	\$0.00
177174927	10/17/2016	10/19/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$125.00	\$0.00	\$0.00
177254388	10/19/2016	10/20/2016	Unknown	IN *CONCRETE NOW LLC	301-3430383, MD	5039	\$863.75	\$0.00	\$0.00
177339521	10/19/2016	10/21/2016	Unknown	CRAFTMASTER HARDWARE	NORTHVALE, NJ	5251	\$153.55	\$0.00	\$0.00
177339522	10/20/2016	10/21/2016	Unknown	HVAC USA	8776324876, WA	7399	\$2,668.35	\$0.00	\$0.00
177339523	10/20/2016	10/21/2016	Unknown	WW GRAINGER	877-2022594, PA	5085	\$449.50	\$0.00	\$0.00

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177478778	10/22/2016	10/24/2016	Unknown	GIH*GLOBALINDUSTRIA	800-645-2986, FL	5085	\$197.79	\$0.00	\$0.00
				LEQ					
177478779	10/21/2016	10/24/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$85.80	\$0.00	\$0.00
177548874	10/24/2016	10/25/2016	Unknown	EMERGENCY 911	02025464200, DC	5065	\$1,130.91	\$0.00	\$0.00
				SECURITY					
177703458	10/26/2016	10/27/2016	Unknown	IN *PLEVA, INC.	410-7575395, MD	7393	\$510.00	\$0.00	\$0.00
177792768	10/26/2016	10/28/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$112.38	\$0.00	\$0.00
177935727	10/28/2016	10/31/2016	Unknown	FERGUSON ENT #32	202-529-7411, DC	5074	\$134.33	\$0.00	\$0.00
178002232	10/31/2016	11/01/2016	Unknown	XCLUDER	847-495-4700, IL	7342	\$351.10	\$0.00	\$0.00
178223944	11/03/2016	11/04/2016	Unknown	CRAFTMASTER	NORTHVALE, NJ	5251	\$894.99	\$0.00	\$0.00
				HARDWARE					
178223945	11/03/2016	11/04/2016	Unknown	PETSMART INC 454	OXON HILL, MD	5995	\$195.96	\$0.00	\$0.00
178364556	11/04/2016	11/07/2016	Unknown	ENGRAVING MACHINES	INDIALANTIC, FL	5046	\$93.77	\$0.00	\$0.00
				PLU					
178432834	11/07/2016	11/08/2016	Unknown	FERGUSON	443-543-1300, MD	5074	\$1,683.83	\$0.00	\$0.00
				ENTERPRISES 2					
178575583	11/09/2016	11/10/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$2,069.00	\$0.00	\$0.00
178650855	11/09/2016	11/11/2016	Unknown	UNIVERSAL VACUUMS	CLINTON, MD	5999	\$65.00	\$0.00	\$0.00
178650856	11/10/2016	11/11/2016	Unknown	THE UPS STORE 2092	WASHINGTON, DC	7399	\$260.58	\$0.00	\$0.00
178747631	11/10/2016	11/14/2016	Unknown	THE HOME DEPOT #2555	CAPITOL HGTS, MD	5200	\$26.84	\$0.00	\$0.00
178876927	11/14/2016	11/16/2016	Unknown	CRAFTMASTER	NORTHVALE, NJ	5251	\$235.32	\$0.00	\$0.00
				HARDWARE					
178950097	11/15/2016	11/17/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$269.57	\$0.00	\$0.00
178950098	11/16/2016	11/17/2016	Unknown	MVS INC	02027227981, DC	5045	\$1,931.44	\$0.00	\$0.00
178950099	11/17/2016	11/17/2016	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$30.51	\$0.00	\$0.00
178950100	11/16/2016	11/17/2016	Unknown	ACTION BEAUTY	03017722733, MD	7299	\$124.74	\$0.00	\$0.00
				SUPPLY					
178950101	11/16/2016	11/17/2016	Unknown	EARTH-KIND, INC.	BISMARCK, ND	5099	\$897.99	\$0.00	\$0.00
179027341	11/17/2016	11/18/2016	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$508.14	\$0.00	\$0.00
179027342	11/17/2016	11/18/2016	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$2,491.90	\$0.00	\$0.00

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179624082	11/29/2016	12/01/2016	Unknown	MELENEY EQUIPMENT INC(	JESSUP, MD	1711	\$4,581.72	\$0.00	\$0.00
179711743	12/01/2016	12/02/2016	Unknown	THE UPS STORE 2092	WASHINGTON, DC	7399	\$220.59	\$0.00	\$0.00
179846277	12/02/2016	12/05/2016	Unknown	MVS INC	02027227981, DC	5045	\$1,549.65	\$0.00	\$0.00
179846278	12/02/2016	12/05/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$269.85	\$0.00	\$0.00
179846279	12/02/2016	12/05/2016	Unknown	INDUSTRIAL CONTROLS	713-684-1448, TX	5085	\$541.73	\$0.00	\$0.00
179915253	12/05/2016	12/06/2016	Unknown	LT PRINTING PROMOTION	202-4527620, DC	7399	\$1,250.91	\$0.00	\$0.00
179979863	12/05/2016	12/07/2016	Unknown	EDGETECH WIRELESS, INC	SAN MARCOS, CA	4812	\$2,000.00	\$0.00	\$0.00
179979864	12/06/2016	12/07/2016	Unknown	IN *GENERAL MERCHANDIS	202-8328666, DC	5231	\$167.40	\$0.00	\$0.00
179979865	12/05/2016	12/07/2016	Unknown	ARGYLE SECURITY GROUP	SAN ANTONIO, TX	1731	\$739.23	\$0.00	\$0.00
180267563	12/08/2016	12/12/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$24.78	\$0.00	\$0.00
180267564	12/08/2016	12/12/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$11.73	\$0.00	\$0.00
180267565	12/08/2016	12/12/2016	Unknown	BLAYDES LOCK CO INC	WASHINGTON, DC	7399	\$21.04	\$0.00	\$0.00
180267566	12/09/2016	12/12/2016	Unknown	TIMEKEEPING SYSTEMS IN	216-5951027, OH	5065	\$4,752.39	\$0.00	\$0.00
180456353	12/14/2016	12/15/2016	Unknown	SQ *SQ *WASHINGTON GLA	FALLS CHURCH, VA	1799	\$900.00	\$0.00	\$0.00
180456354	12/14/2016	12/15/2016	Unknown	L-3*SECURITY&DETECTIO N	781-939-3946, MA	5065	\$784.56	\$0.00	\$0.00
180631348	12/16/2016	12/19/2016	Unknown	HOMEDPOT.COM	800-430-3376, GA	5200	\$740.00	\$0.00	\$0.00
180685552	12/19/2016	12/20/2016	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$0.00	(\$40.80)	\$0.00
180685553	12/19/2016	12/20/2016	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$720.71	\$0.00	\$40.80
180831900	12/22/2016	12/23/2016	Unknown	MVS INC	02027227981, DC	5045	\$239.58	\$0.00	\$0.00
180831901	12/22/2016	12/23/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$4,550.00	\$0.00	\$0.00
180886718	12/23/2016	12/26/2016	Unknown	BEST BUY 00002766	ARLINGTON, VA	5732	\$3,804.74	\$0.00	\$0.00
180886719	12/23/2016	12/26/2016	Unknown	ADAMS MORGAN ANIMAL CL	WASHINGTON, DC	0742	\$471.70	\$0.00	\$0.00

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180980443	12/27/2016	12/29/2016	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$264.40	\$0.00	\$0.00
180980444	12/27/2016	12/29/2016	Unknown	ECOTENSIL, INC	CORTE MADERA, CA	5719	\$127.19	\$0.00	\$0.00
180980445	12/27/2016	12/29/2016	Unknown	ANCHORTEX CORPORATION	TEL8567665240, NJ	5999	\$123.84	\$0.00	\$0.00
181073365	12/30/2016	01/02/2017	Unknown	ATLANTIC ELECTRIC SUPP	202-5261300, DC	5065	\$1,879.17	\$0.00	\$0.00
181128448	01/03/2017	01/04/2017	Unknown	STH INC	03016823390, MD	5074	\$718.00	\$0.00	\$0.00
181128449	01/03/2017	01/04/2017	Unknown	ATLANTIC LIFT TRUCK	BALTIMORE, MD	5099	\$190.82	\$0.00	\$0.00
181175499	01/04/2017	01/05/2017	Unknown	BLAYDES LOCK CO INC	WASHINGTON, DC	7399	\$229.33	\$0.00	\$0.00
181175500	01/04/2017	01/05/2017	Unknown	WW GRAINGER	877-2022594, PA	5085	\$126.30	\$0.00	\$0.00
181235687	01/04/2017	01/06/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$474.25	\$0.00	\$0.00
181322601	01/06/2017	01/09/2017	Unknown	ECOLAB CENTER	08003525326, MN	2842	\$2,648.88	\$0.00	\$0.00
181322602	01/06/2017	01/09/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$924.00	\$0.00	\$0.00
181375689	01/09/2017	01/10/2017	Unknown	CRAFTMASTER HARDWARE	NORTHVALE, NJ	5251	\$54.48	\$0.00	\$0.00
181432013	01/10/2017	01/11/2017	Unknown	WW GRAINGER	877-2022594, PA	5085	\$193.80	\$0.00	\$0.00
181495905	01/11/2017	01/12/2017	Unknown	RON S HAMPTON ENTERP I	07704610220, GA	5169	\$96.92	\$0.00	\$0.00
181561876	01/11/2017	01/13/2017	Unknown	BLAYDES LOCK CO INC	WASHINGTON, DC	7399	\$24.70	\$0.00	\$0.00
181561877	01/12/2017	01/13/2017	Unknown	ARKANSAS FLAG AND BANN	LITTLE ROCK, AR	5199	\$982.10	\$0.00	\$62.10
181668776	01/12/2017	01/16/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$691.34	\$0.00	\$0.00
181753124	01/06/2017	01/18/2017	Unknown	WW GRAINGER	PITTSBURGH, PA	5085	\$0.00	(\$126.30)	\$0.00
182051366	01/23/2017	01/24/2017	Unknown	DORMA DBA DOOR CONTROL	09136600081, KS	5039	\$1,670.25	\$0.00	\$0.00
182116548	01/24/2017	01/25/2017	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$231.15	\$0.00	\$0.00
182116549	01/24/2017	01/25/2017	Unknown	CONVEYORHANDLINGC OLN	ELKRIDGE, MD	5085	\$484.00	\$0.00	\$29.04
182116550	01/24/2017	01/25/2017	Unknown	WW GRAINGER	877-2022594, PA	5085	\$170.03	\$0.00	\$0.00
182197142	01/24/2017	01/26/2017	Unknown	ALAMO FLAG COMPANY OF	FALLS CHURCH, VA	5947	\$626.50	\$0.00	\$0.00

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182197143	01/25/2017	01/26/2017	Unknown	MVS INC	02027227981, DC	5045	\$543.60	\$0.00	\$0.00
182197144	01/25/2017	01/26/2017	Unknown	DURON 703373	DIST COLUMBIA, DC	5231	\$324.85	\$0.00	\$0.00
182281493	01/26/2017	01/27/2017	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$0.00	(\$129.90)	\$0.00
182281494	01/26/2017	01/27/2017	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$50.94	\$0.00	\$0.00
182281495	01/25/2017	01/27/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$128.08	\$0.00	\$0.00
182281496	01/26/2017	01/27/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$2,474.00	\$0.00	\$0.00
182412446	01/27/2017	01/30/2017	Unknown	IN *PLEVA, INC.	410-7575395, MD	7393	\$906.75	\$0.00	\$0.00
182412447	01/27/2017	01/30/2017	Unknown	ALLIED TRAILERS SALES	301-4701444, MD	7394	\$840.00	\$0.00	\$0.00
182478090	01/31/2017	01/31/2017	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, WI	5964	\$2,908.51	\$0.00	\$0.00
182478091	01/30/2017	01/31/2017	Unknown	BALTIMORE DOOR & FRAME	HALETHORPE, MD	5039	\$467.00	\$0.00	\$0.00
182539798	01/30/2017	02/01/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$133.14	\$0.00	\$0.00
182609308	02/01/2017	02/02/2017	Unknown	BALTIMORE DOOR & FRAME	HALETHORPE, MD	5039	\$0.00	(\$123.00)	\$0.00
182690325	02/02/2017	02/03/2017	Unknown	IN *GENERAL MERCHANDIS	202-8328666, DC	5231	\$2,369.65	\$0.00	\$0.00
182820446	02/03/2017	02/06/2017	Unknown	PETSMART #2452	WASHINGTON, DC	5995	\$149.97	\$0.00	\$0.00
182884237	02/06/2017	02/07/2017	Unknown	LT PRINTING PROMOTION	202-4527620, DC	7399	\$1,869.00	\$0.00	\$0.00
182946340	02/06/2017	02/08/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$634.81	\$0.00	\$0.00
183014959	02/08/2017	02/09/2017	Unknown	IN *GENERAL MERCHANDIS	202-8328666, DC	5231	\$1,525.00	\$0.00	\$0.00
183014960	02/08/2017	02/09/2017	Unknown	BALTIMORE DOOR & FRAME	HALETHORPE, MD	5039	\$398.00	\$0.00	\$0.00
183403829	02/15/2017	02/16/2017	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$109.15	\$0.00	\$0.00
183403830	02/14/2017	02/16/2017	Unknown	HOMEDEPOT.COM	800-430-3376, GA	5200	\$131.22	\$0.00	\$0.00
183676541	02/21/2017	02/22/2017	Unknown	BALTIMORE DOOR & FRAME	HALETHORPE, MD	5039	\$0.00	(\$344.00)	\$0.00
183739502	02/22/2017	02/23/2017	Unknown	ARKANSAS FLAG AND BANN	LITTLE ROCK, AR	5199	\$168.74	\$0.00	\$10.67

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183739503	02/22/2017	02/23/2017	Unknown	THE GUN SHOP	609-8591997, PA	5941	\$1,699.95	\$0.00	\$0.00
183814361	02/23/2017	02/24/2017	Unknown	CLOTHING SHOP ONLINE	05623564520, IL	5137	\$189.70	\$0.00	\$0.00
183814362	02/23/2017	02/24/2017	Unknown	MILITARY UNIFORM SUPPL	PEKIN, IL	5699	\$349.91	\$0.00	\$0.00
184088063	02/28/2017	03/01/2017	Unknown	TRAINING EQUIPMENT	6154806565, TN	5941	\$940.17	\$0.00	\$0.00
184163091	03/01/2017	03/02/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$619.20	\$0.00	\$0.00
184248623	03/02/2017	03/03/2017	Unknown	MVS INC	02027227981, DC	5045	\$306.98	\$0.00	\$0.00
184248624	03/02/2017	03/03/2017	Unknown	XEROX SUPPLY TEXAS	08178297238, TX	5044	\$494.00	\$0.00	\$0.00
184383403	03/04/2017	03/06/2017	Unknown	5.11 TACTICAL.COM	08664511726, CA	5691	\$1,649.67	\$0.00	\$0.00
184515826	03/07/2017	03/08/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$4,787.12	\$0.00	\$0.00
184862421	03/13/2017	03/14/2017	Unknown	ADAMS MORGAN ANIMAL CL	WASHINGTON, DC	0742	\$929.18	\$0.00	\$0.00
184922044	03/14/2017	03/15/2017	Unknown	FERGUSON ENT #32	202-529-7411, DC	5074	\$436.17	\$0.00	\$0.00
184984694	03/14/2017	03/16/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$83.98	\$0.00	\$0.00
185058144	03/16/2017	03/17/2017	Unknown	PETSMART #2452	WASHINGTON, DC	5995	\$155.97	\$0.00	\$0.00
185173078	03/16/2017	03/20/2017	Unknown	DAR-US-SALAM PUBLICATI	HOUSTON, TX	5973	\$1,600.85	\$0.00	\$0.00
185594614	03/24/2017	03/27/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$249.40	\$0.00	\$0.00
185594615	03/26/2017	03/27/2017	Unknown	STAPLES DIRECT	PUTNAM, CT	5111	\$574.75	\$0.00	\$0.00
185737330	03/28/2017	03/29/2017	Unknown	LOWES #00702*	301-350-6777, MD	5200	\$765.80	\$0.00	\$0.00
185737331	03/28/2017	03/29/2017	Unknown	INT*IN *PINNACLE TECHN	864-2332433, SC	7379	\$760.00	\$0.00	\$0.00
186027300	03/31/2017	04/03/2017	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$0.00	(\$266.00)	\$0.00
186098356	04/03/2017	04/04/2017	Unknown	PATUXENT NURSERY	BOWIE, MD	5261	\$296.73	\$0.00	\$0.00
186445947	04/07/2017	04/10/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$4,097.75	\$0.00	\$0.00
186511107	04/10/2017	04/11/2017	Unknown	VIRGINIA PUMP CO INC	ALEXANDRIA, VA	1711	\$550.00	\$0.00	\$0.00
186572703	04/11/2017	04/12/2017	Unknown	NEXTLEVEL TRAINING LLC	360-9334640, WA	8299	\$99.99	\$0.00	\$0.00
186572704	04/11/2017	04/12/2017	Unknown	MVS INC	02027227981, DC	5045	\$359.56	\$0.00	\$0.00

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186712017	04/13/2017	04/14/2017	Unknown	LT PRINTING PROMOTION	202-4527620, DC	7399	\$2,643.00	\$0.00	\$0.00
186712018	04/13/2017	04/14/2017	Unknown	ACTION BEAUTY SUPPLY	CAPITOL HEIGH, MD	7299	\$1,066.98	\$0.00	\$0.00
186822157	04/13/2017	04/17/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$51.72	\$0.00	\$0.00
186822158	04/14/2017	04/17/2017	Unknown	PAYPAL *CJ CONTRACT	4029357733, MD	1520	\$1,550.00	\$0.00	\$0.00
186941650	04/18/2017	04/19/2017	Unknown	INTUIT *IN *PLEVA, INC	410-7575395, MD	7393	\$613.00	\$0.00	\$0.00
186941651	04/18/2017	04/19/2017	Unknown	CHEWY.COM	800-6724399, FL	5995	\$275.94	\$0.00	\$0.00
186941652	04/18/2017	04/19/2017	Unknown	DORMA DBA DOOR CONTROL	09136600081, KS	5039	\$711.18	\$0.00	\$33.87
187282097	04/24/2017	04/25/2017	Unknown	BENNETT CAREER INSTITU	WASHINGTON, DC	7230	\$340.00	\$0.00	\$0.00
187282098	04/24/2017	04/25/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$86.77	\$0.00	\$0.00
187348485	04/25/2017	04/26/2017	Unknown	NCS*GED EXAM	800-511-3478, MN	8299	\$487.50	\$0.00	\$0.00
187523413	04/28/2017	04/28/2017	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, WI	5964	\$1,842.95	\$0.00	\$0.00
187523414	04/27/2017	04/28/2017	Unknown	RON S HAMPTON ENTERP I	07704610220, GA	5169	\$96.92	\$0.00	\$0.00
187523415	04/27/2017	04/28/2017	Unknown	PAYPAL *CJ CONTRACT	4029357733, MD	1520	\$1,860.00	\$0.00	\$0.00
187792892	05/02/2017	05/03/2017	Unknown	SQU*SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	\$3,020.00	\$0.00	\$0.00
187792893	05/02/2017	05/03/2017	Unknown	WAL-MART #5941	WASHINGTON, DC	5411	\$205.61	\$0.00	\$0.00
187792894	05/02/2017	05/03/2017	Unknown	FRAGERS HARDWARE	WASHINGTON, DC	5251	\$190.80	\$0.00	\$0.00
187864939	05/02/2017	05/04/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$47.06	\$0.00	\$0.00
187864940	05/03/2017	05/04/2017	Unknown	AH JORDAN PLUMBING & M	02025291058, DC	1711	\$1,650.00	\$0.00	\$0.00
187864941	05/03/2017	05/04/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$1,305.25	\$0.00	\$0.00
188076626	05/05/2017	05/08/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$30.72	\$0.00	\$0.00
188076627	05/05/2017	05/08/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$3,211.20	\$0.00	\$0.00
188144487	05/09/2017	05/09/2017	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, WI	5964	\$259.63	\$0.00	\$0.00

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188209514	05/09/2017	05/10/2017	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$188.08	\$0.00	\$0.00
188282311	05/10/2017	05/11/2017	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$139.00	\$0.00	\$0.00
188282312	05/09/2017	05/11/2017	Unknown	ERNEST MAIER INC	301-927-8300, MD	5085	\$84.80	\$0.00	\$4.80
188282313	05/09/2017	05/11/2017	Unknown	ERNEST MAIER INC	301-927-8300, MD	5085	\$0.00	(\$84.80)	\$0.00
188282314	05/09/2017	05/11/2017	Unknown	ERNEST MAIER INC	301-927-8300, MD	5085	\$80.00	\$0.00	\$0.00
188621244	05/15/2017	05/17/2017	Unknown	SAFETYSIGN.COM	GARFIELD, NJ	7333	\$65.12	\$0.00	\$0.00
188621245	05/16/2017	05/17/2017	Unknown	BENNETT CAREER INSTITU	WASHINGTON, DC	7230	\$320.00	\$0.00	\$0.00
188774452	05/18/2017	05/19/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$294.75	\$0.00	\$0.00
188774453	05/18/2017	05/19/2017	Unknown	SHERWIN WILLIAMS 70337	DIST COLUMBIA, DC	5231	\$562.45	\$0.00	\$0.00
188774454	05/18/2017	05/19/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$299.70	\$0.00	\$0.00
188904320	05/18/2017	05/22/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$448.50	\$0.00	\$0.00
188970602	05/22/2017	05/23/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$155.00	\$0.00	\$0.00
188970603	05/22/2017	05/23/2017	Unknown	MUDDY PAWS PET CENTER	CLINTON, MD	0742	\$266.00	\$0.00	\$0.00
189033935	05/23/2017	05/24/2017	Unknown	ACTION BEAUTY SUPPLY	CAPITOL HEIGH, MD	7299	\$1,128.58	\$0.00	\$0.00
189186393	05/25/2017	05/26/2017	Unknown	SAFETYPRODUCTS	7609441048, CA	5943	\$582.94	\$0.00	\$0.00
189313996	05/25/2017	05/29/2017	Unknown	CHANGE COMPANIES THE	CARSON CITY, NV	7399	\$378.12	\$0.00	\$0.00
189399090	05/30/2017	05/31/2017	Unknown	FMS PRODUCTIONS	08004214609, TX	7829	\$1,085.00	\$0.00	\$82.70
189399091	05/30/2017	05/31/2017	Unknown	HAZELDEN PUBLISHING 2	06512134005, MN	5942	\$1,109.00	\$0.00	\$0.00
189538163	05/31/2017	06/02/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$208.09	\$0.00	\$0.00
189538164	06/01/2017	06/02/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$564.00	\$0.00	\$0.00
189538165	06/01/2017	06/02/2017	Unknown	HEARTSMART.COM	NEW MILFORD, CT	5047	\$236.00	\$0.00	\$0.00
189538166	06/01/2017	06/02/2017	Unknown	BLAYDES LOCK CO INC	202-8327100, DC	7399	\$839.10	\$0.00	\$0.00
189875232	06/06/2017	06/08/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$838.36	\$0.00	\$0.00
189958591	06/08/2017	06/09/2017	Unknown	INT*IN *PINNACLE TECHN	864-2332433, SC	7379	\$1,164.00	\$0.00	\$0.00

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190095693	06/08/2017	06/12/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$440.68	\$0.00	\$0.00
190164042	06/12/2017	06/13/2017	Unknown	SIGNS BY TOMORROW	07035240019, VA	5099	\$1,076.10	\$0.00	\$0.00
190228510	06/13/2017	06/14/2017	Unknown	BEST BUY 00002766	ARLINGTON, VA	5732	\$339.98	\$0.00	\$0.00
190301649	06/14/2017	06/15/2017	Unknown	WAL-MART #5941	WASHINGTON, DC	5411	\$1,972.84	\$0.00	\$0.00
190301650	06/14/2017	06/15/2017	Unknown	WAL-MART #5941	WASHINGTON, DC	5411	\$79.92	\$0.00	\$0.00
190522020	06/14/2017	06/19/2017	Unknown	WAL-MART #5941	WASHINGTON, DC	5411	\$0.00	(\$169.12)	\$0.00
190522021	06/16/2017	06/19/2017	Unknown	SP * HUMANERESTRAINT.C	6088496313, WI	5734	\$2,310.00	\$0.00	\$0.00
190522022	06/16/2017	06/19/2017	Unknown	FRY SPECIALTY INC	6195628446, CA	5719	\$70.04	\$0.00	\$0.00
190591048	06/19/2017	06/20/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$144.60	\$0.00	\$0.00
190591049	06/19/2017	06/20/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$245.00	\$0.00	\$0.00
190591050	06/19/2017	06/20/2017	Unknown	MONA ELECTRIC GROUP IN	240-767-2094, MD	1731	\$2,278.60	\$0.00	\$0.00

**Totals for POWELL, GENESTER**

**Total Transactions 183**

**\$148,199.50**

**(\$1,339.47)**

**\$263.98**

**POWELL, GENESTER \*\*\*\*\*6322**

190657034	06/20/2017	06/21/2017	Unknown	LOWES #00452*	BOWIE, MD	5200	\$299.88	\$0.00	\$0.00
190657035	06/20/2017	06/21/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$1,032.66	\$0.00	\$0.00
190800673	06/22/2017	06/23/2017	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$595.81	\$0.00	\$0.00
190800674	06/22/2017	06/23/2017	Unknown	CVS/PHARMACY #01344	WASHINGTON, DC	5912	\$60.21	\$0.00	\$3.46
190800675	06/22/2017	06/23/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$1,748.52	\$0.00	\$0.00
190923341	06/22/2017	06/26/2017	Unknown	OFFICE DEPOT #5910	800-463-3768, PA	5965	\$299.99	\$0.00	\$0.00
191360987	06/30/2017	07/03/2017	Unknown	OVERHEAD DOOR CO OF WA	301-9371800, MD	1799	\$846.32	\$0.00	\$0.00
191360988	06/30/2017	07/03/2017	Unknown	SIGNS BY TOMORROW	07035240019, VA	5099	\$159.74	\$0.00	\$0.00
191360989	06/30/2017	07/03/2017	Unknown	B&H PHOTO 800-606-696	800-2215743, NY	5969	\$374.25	\$0.00	\$0.00
191446392	07/03/2017	07/04/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$393.70	\$0.00	\$0.00

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191508229	07/05/2017	07/06/2017	Unknown	REI*MATTHEW BENDER &CO	800-833-9844, OH	5969	\$167.54	\$0.00	\$0.00
191570195	07/05/2017	07/07/2017	Unknown	HERALD PUBLISHING HOUS	8007678181, MO	8699	\$753.60	\$0.00	\$0.00
191570196	07/05/2017	07/07/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$23.49	\$0.00	\$0.00
191570197	07/06/2017	07/07/2017	Unknown	CRAFTMASTER HARDWARE	NORTHVALE, NJ	5251	\$860.00	\$0.00	\$0.00
191570198	07/06/2017	07/07/2017	Unknown	ABSUPPLYNET	7738093667, IL	5251	\$163.15	\$0.00	\$0.00
191570199	07/06/2017	07/07/2017	Unknown	HAZELDEN PUBLISHING 2	06512134005, MN	5942	\$461.45	\$0.00	\$0.00
191750936	07/10/2017	07/11/2017	Unknown	NCS*GED EXAM	800-511-3478, MN	8299	\$600.00	\$0.00	\$0.00
191750937	07/10/2017	07/11/2017	Unknown	NCS*GED TESTING MH	800-731-9905, MN	8299	\$1,440.00	\$0.00	\$0.00
191750938	07/10/2017	07/11/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$1,095.00	\$0.00	\$0.00
191815163	07/11/2017	07/12/2017	Unknown	LOWES #00702*	UPPER MARLBOR, MD	5200	\$426.96	\$0.00	\$0.00
191889194	07/12/2017	07/13/2017	Unknown	REI*MATTHEW BENDER &CO	800-833-9844, OH	5969	\$0.00	(\$9.11)	\$0.00
191889195	07/10/2017	07/13/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$119.26	\$0.00	\$0.00
191889196	07/12/2017	07/13/2017	Unknown	ADAMS MORGAN ANIMAL CL	WASHINGTON, DC	0742	\$340.59	\$0.00	\$0.00
191971867	07/13/2017	07/14/2017	Unknown	REELIZATIONS MEDIA	9142470445, NY	5969	\$1,216.00	\$0.00	\$0.00
191971868	07/13/2017	07/14/2017	Unknown	MVS INC	02027227981, DC	7399	\$2,249.10	\$0.00	\$0.00
192094494	07/13/2017	07/17/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$14.64	\$0.00	\$0.00
192185597	07/17/2017	07/18/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$99.25	\$0.00	\$0.00
192530874	07/21/2017	07/24/2017	Unknown	SHERWIN WILLIAMS 70337	DIST COLUMBIA, DC	5231	\$391.68	\$0.00	\$0.22
192624862	07/24/2017	07/25/2017	Unknown	CHEWY.COM	800-6724399, FL	5995	\$379.92	\$0.00	\$0.00
192624863	07/25/2017	07/25/2017	Unknown	DMI* DELL K-12/GOVT	800-981-3355, TX	5045	\$248.00	\$0.00	\$0.00
192624864	07/24/2017	07/25/2017	Unknown	OVERHEAD DOOR CO OF WA	301-9371800, MD	1799	\$1,896.93	\$0.00	\$0.00
192624865	07/24/2017	07/25/2017	Unknown	ALL ABOUT NETWORK LLC	888-3109963, FL	5999	\$385.00	\$0.00	\$0.00

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192699959	07/25/2017	07/26/2017	Unknown	SIGNS BY TOMORROW	07035240019, VA	5099	\$531.45	\$0.00	\$0.00
192699960	07/25/2017	07/26/2017	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$0.00	(\$0.22)	\$0.00
192790955	07/26/2017	07/27/2017	Unknown	BLAYDES LOCK CO INC	WASHINGTON, DC	7399	\$291.30	\$0.00	\$0.00
192878902	07/27/2017	07/28/2017	Unknown	MVS INC	02027227981, DC	7399	\$2,519.74	\$0.00	\$0.00
192878903	07/27/2017	07/28/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$190.20	\$0.00	\$0.00
193003740	07/28/2017	07/31/2017	Unknown	PRESTO DIRECT LLC	7248251469, PA	5943	\$283.39	\$0.00	\$0.00
193003741	07/28/2017	07/31/2017	Unknown	THESTAMPMaker	8884517300, MI	5943	\$111.65	\$0.00	\$0.00
193163752	08/01/2017	08/02/2017	Unknown	OVERHEAD DOOR CO	301-9371800, MD	1799	\$770.54	\$0.00	\$0.00
193243395	08/02/2017	08/03/2017	Unknown	STAPLES DIRECT	PUTNAM, CT	5111	\$479.88	\$0.00	\$0.00
193243396	08/03/2017	08/03/2017	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, WI	5964	\$56.59	\$0.00	\$0.00
193243397	08/01/2017	08/03/2017	Unknown	SIGNS BY TOMORROW	CROFTON, MD	7333	\$260.26	\$0.00	\$0.00
193333094	08/03/2017	08/04/2017	Unknown	INTUIT *IN *PLEVA, INC	410-7575395, MD	7393	\$608.00	\$0.00	\$0.00
193455854	08/03/2017	08/07/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$285.20	\$0.00	\$0.00
193551398	08/07/2017	08/08/2017	Unknown	COM-TEC SECURITY	SAN ANTONIO, TX	1731	\$700.00	\$0.00	\$0.00
193551399	08/07/2017	08/08/2017	Unknown	THESTAMPMaker	8884517300, MI	5943	\$39.45	\$0.00	\$0.00
193618971	08/08/2017	08/09/2017	Unknown	ADAMS MORGAN	WASHINGTON, DC	0742	\$1,119.84	\$0.00	\$0.00
193618972	08/08/2017	08/09/2017	Unknown	ANIMAL CL					
193618972	08/08/2017	08/09/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$127.00	\$0.00	\$0.00
193781829	08/09/2017	08/11/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$57.24	\$0.00	\$0.00
193911468	08/11/2017	08/14/2017	Unknown	THESTAMPMaker	8884517300, MI	5943	\$111.65	\$0.00	\$0.00
193911469	08/12/2017	08/14/2017	Unknown	PITNEY BOWES PI	800-243-7824, CT	5111	\$516.69	\$0.00	\$0.00
194006811	08/14/2017	08/15/2017	Unknown	MICHAELS STORES 1293	ALEXANDRIA, VA	5970	\$94.95	\$0.00	\$0.00
194006812	08/14/2017	08/15/2017	Unknown	SHERWIN WILLIAMS	DIST COLUMBIA, DC	5231	\$863.71	\$0.00	\$0.00
194150655	08/11/2017	08/17/2017	Unknown	70337					
194150655	08/11/2017	08/17/2017	Unknown	STANDARD OFFICE	DROSE@MDMSTAN, DC	5046	\$430.76	\$0.00	\$0.00
194238235	08/17/2017	08/18/2017	Unknown	SUPPLY					
194238235	08/17/2017	08/18/2017	Unknown	J P	301-5958900, MD	1711	\$915.62	\$0.00	\$0.00
194523567	08/22/2017	08/23/2017	Unknown	MVS INC	02027227981, DC	7399	\$2,223.11	\$0.00	\$0.00

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194698403	08/23/2017	08/25/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$50.09	\$0.00	\$0.00
194698404	08/24/2017	08/25/2017	Unknown	BLAYDES LOCK CO INC	202-8327100, DC	7399	\$117.64	\$0.00	\$0.00
194838366	08/25/2017	08/28/2017	Unknown	LOWES #00907*	800-445-6937, NC	5200	\$799.99	\$0.00	\$0.00
195025990	08/28/2017	08/30/2017	Unknown	ALAMO FLAG COMPANY	FALLS CHURCH, VA	5947	\$626.50	\$0.00	\$0.00
195025991	08/29/2017	08/30/2017	Unknown	OF ADAMS MORGAN ANIMAL CL	WASHINGTON, DC	0742	\$413.55	\$0.00	\$0.00
195120638	08/31/2017	08/31/2017	Unknown	GALLS	08592667227, KY	5964	\$1,018.00	\$0.00	\$0.00
195345755	09/01/2017	09/04/2017	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$267.30	\$0.00	\$0.00
195482392	09/05/2017	09/06/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$3,620.00	\$0.00	\$0.00
195556460	09/06/2017	09/07/2017	Unknown	FERGUSON ENT #32	08448723857, DC	5074	\$136.47	\$0.00	\$0.00
195556461	09/06/2017	09/07/2017	Unknown	FIRE KING INTERNATIONA	812-948-8400, IN	5046	\$140.00	\$0.00	\$0.00
195651038	09/06/2017	09/08/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$208.38	\$0.00	\$0.00
195651039	09/07/2017	09/08/2017	Unknown	MVS INC	02027227981, DC	7399	\$1,188.82	\$0.00	\$0.00
195798176	09/07/2017	09/11/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$246.10	\$0.00	\$0.00
195798177	09/08/2017	09/11/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$19.70	\$0.00	\$0.00
196175105	09/14/2017	09/15/2017	Unknown	CHEWY.COM	800-6724399, FL	5995	\$553.80	\$0.00	\$0.00
196175106	09/14/2017	09/15/2017	Unknown	OFFICE DEPOT #5910	800-463-3768, PA	5965	\$299.99	\$0.00	\$0.00
196329438	09/15/2017	09/18/2017	Unknown	NCS*GED EXAM	800-511-3478, MN	8299	\$375.00	\$0.00	\$0.00
196329439	09/15/2017	09/18/2017	Unknown	NCS*GED TESTING MH	800-731-9905, MN	8299	\$1,440.00	\$0.00	\$0.00
196519264	09/19/2017	09/20/2017	Unknown	MVS INC	02027227981, DC	7399	\$1,439.92	\$0.00	\$0.00
197115133	09/27/2017	09/28/2017	Unknown	ADAMS MORGAN ANIMAL CL	WASHINGTON, DC	0742	\$517.40	\$0.00	\$0.00

**Totals for POWELL, GENESTER**

**Total Transactions 77**

**\$46,209.51**

**(\$9.33)**

**\$3.68**

**THOMAS, SALLIE \*\*\*\*\*6854**

176322678	09/29/2016	10/03/2016	Unknown	GLOBALKNOWLEDGETR	800-2687737, NC	8244	\$2,870.18	\$0.00	\$0.00
176322679	10/01/2016	10/03/2016	Unknown	AININ COMCAST OF WASHINGTON	800-COMCAST, DC	4899	\$107.50	\$0.00	\$0.00

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177108597	10/17/2016	10/18/2016	Unknown	PAYPAL *NCBI INTRNL	4029357733, MD	8398	\$1,064.95	\$0.00	\$0.00
177337426	10/20/2016	10/21/2016	Unknown	SABRE SECURITY EQUIPME	636-3430200, MO	7393	\$150.00	\$0.00	\$0.00
177465364	10/21/2016	10/24/2016	Unknown	SABRE SECURITY EQUIPME	636-3430200, MO	7393	\$150.00	\$0.00	\$0.00
177465365	10/22/2016	10/24/2016	Unknown	WWW.ZNO.COM	4086730278, CA	7221	\$373.10	\$0.00	\$0.00
177546103	10/25/2016	10/25/2016	Unknown	SHUTTERFLY	800-986-1065, CA	5946	\$147.94	\$0.00	\$0.00
177999718	10/31/2016	11/01/2016	Unknown	WWW.ZNO.COM	4086730278, CA	7221	\$320.00	\$0.00	\$0.00
177999719	10/31/2016	11/01/2016	Unknown	JIMMIE MUSCATELLO'S	WASHINGTON, DC	7296	\$19.95	\$0.00	\$0.00
178140703	10/25/2016	11/03/2016	Unknown	SABRE SECURITY EQUIPME	636-3430200, MO	7393	\$0.00	(\$150.00)	\$0.00
178498616	11/08/2016	11/09/2016	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$48.90	\$0.00	\$0.00
178573670	11/08/2016	11/10/2016	Unknown	MR TEES	FORESTVILLE, MD	5691	\$47.64	\$0.00	\$0.00
178875181	11/15/2016	11/16/2016	Unknown	FEDEX 784635918113	MEMPHIS, TN	4215	\$171.40	\$0.00	\$0.00
179025348	11/16/2016	11/18/2016	Unknown	GLOBALKNOWLEDGETR AININ	800-2687737, NC	8244	\$2,449.64	\$0.00	\$0.00
179025349	11/16/2016	11/18/2016	Unknown	GLOBALKNOWLEDGETR AININ	800-2687737, NC	8244	\$2,870.18	\$0.00	\$0.00
179025350	11/17/2016	11/18/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$2,273.00	\$0.00	\$0.00
179542004	11/16/2016	11/30/2016	Unknown	TEMPORARY DISPUTE CRDT JW	COLUMBUS, OH	8244	\$0.00	(\$2,449.64)	\$0.00
179542005	11/16/2016	11/30/2016	Unknown	TEMPORARY DISPUTE CRDT JW	COLUMBUS, OH	8244	\$0.00	(\$2,870.18)	\$0.00
179542006	11/29/2016	11/30/2016	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$0.00	(\$2,273.00)	\$0.00
179709655	12/01/2016	12/02/2016	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$385.48	\$0.00	\$0.00
180522759	12/15/2016	12/16/2016	Unknown	R&B STEEL FABRICATIONS	02402680860, MD	5533	\$3,395.00	\$0.00	\$0.00
180683739	11/16/2016	12/20/2016	Unknown	REVERSE DISPUTE CRDT MJ	COLUMBUS, OH	8244	\$2,449.64	\$0.00	\$0.00
180683740	11/16/2016	12/20/2016	Unknown	REVERSE DISPUTE CRDT MJ	COLUMBUS, OH	8244	\$2,870.18	\$0.00	\$0.00
181320043	01/06/2017	01/09/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$2,046.64	\$0.00	\$0.00
181428810	01/10/2017	01/11/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$300.00	\$0.00	\$0.00

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181428811	01/10/2017	01/11/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$562.20	\$0.00	\$0.00
181750783	01/17/2017	01/18/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$454.30	\$0.00	\$0.00
181880234	01/19/2017	01/20/2017	Unknown	CHAMPION AWARDS	02026386777, DC	5999	\$589.00	\$0.00	\$0.00
181985895	01/12/2017	01/23/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	(\$559.80)	\$0.00
182114708	01/25/2017	01/25/2017	Unknown	ARC*SERVICES/TRAININ G	800-733-2767, GA	8398	\$1,200.00	\$0.00	\$0.00
182279374	01/26/2017	01/27/2017	Unknown	SECURITY EQUIPMENT COR	FENTON, MO	5065	\$300.00	\$0.00	\$0.00
182399605	01/28/2017	01/30/2017	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$148.32	\$0.00	\$0.19
182475538	01/30/2017	01/31/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$882.55	\$0.00	\$0.00
183090565	02/09/2017	02/10/2017	Unknown	SQ *SQ *BUZZMACHINE ST	GOSQ.COM, FL	7333	\$1,850.00	\$0.00	\$0.00
183206680	02/10/2017	02/13/2017	Unknown	DOVER DOWNS GAMING	03026744600, DE	7011	\$112.92	\$0.00	\$0.00
183206681	02/11/2017	02/13/2017	Unknown	DOVER DOWNS GAMING	03026744600, DE	7011	\$112.92	\$0.00	\$0.00
183206682	02/11/2017	02/13/2017	Unknown	DOVER DOWNS GAMING	03026744600, DE	7011	\$112.92	\$0.00	\$0.00
183206683	02/11/2017	02/13/2017	Unknown	DOVER DOWNS GAMING	03026744600, DE	7011	\$112.92	\$0.00	\$0.00
183206684	02/11/2017	02/13/2017	Unknown	DOVER DOWNS GAMING	03026744600, DE	7011	\$112.92	\$0.00	\$0.00
183674091	02/21/2017	02/22/2017	Unknown	DURON #3373	DIST COLUMBIA, DC	5231	\$0.00	(\$0.19)	\$0.00
184584096	03/08/2017	03/09/2017	Unknown	AMERICAN JAIL ASSOCIAT	HAGERSTOWN, MD	8641	\$500.00	\$0.00	\$0.00
184665173	03/09/2017	03/10/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$184.00	\$0.00	\$0.00
184784736	03/11/2017	03/13/2017	Unknown	DTV*DIRECTV SERVICE	800-347-3288, CA	4899	\$579.34	\$0.00	\$0.00
184784737	03/10/2017	03/13/2017	Unknown	AMERICAN JAIL ASSOCIAT	HAGERSTOWN, MD	8641	\$325.00	\$0.00	\$0.00
184981366	03/15/2017	03/16/2017	Unknown	AMERICAN CORRECTIONAL	7032240055, VA	8398	\$15.00	\$0.00	\$0.00
185239610	03/20/2017	03/21/2017	Unknown	AMERICAN CORRECTIONAL	7032240055, VA	8398	\$35.00	\$0.00	\$0.00
185580660	03/23/2017	03/27/2017	Unknown	SOUTHWES 5262496914612	800-435-9792, TX	3066	\$967.89	\$0.00	\$0.00

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185580661	03/24/2017	03/27/2017	Unknown	OLENDER REPORTING INC	02028981108, DC	7339	\$428.50	\$0.00	\$0.00
185891863	03/30/2017	03/31/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$317.50	\$0.00	\$0.00
186232171	04/04/2017	04/06/2017	Unknown	CLEARLAWINSTITUTE.C O	ARLINGTON, VA	7392	\$199.00	\$0.00	\$0.00
186433285	04/08/2017	04/10/2017	Unknown	COURTYARD BY MARRIOTT	ORLANDO, FL	3509	\$781.88	\$0.00	\$0.00
186508552	04/10/2017	04/11/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$135.50	\$0.00	\$0.00
186818830	04/14/2017	04/17/2017	Unknown	SP * HUMANERESTRAINT.C	6088496313, WI	5734	\$1,506.50	\$0.00	\$0.00
186818831	04/14/2017	04/17/2017	Unknown	SP * HUMANERESTRAINT.C	6088496313, WI	5734	\$1,980.00	\$0.00	\$0.00
186818832	04/14/2017	04/17/2017	Unknown	AVAS FLOWERS	877-638-3303, NJ	5193	\$312.89	\$0.00	\$0.00
187197925	04/20/2017	04/24/2017	Unknown	HOMEDÉPOT.COM	800-430-3376, GA	5200	\$167.52	\$0.00	\$0.00
187197926	04/21/2017	04/24/2017	Unknown	ALL ABOUT NETWORK LLC	888-3109963, FL	5999	\$1,485.44	\$0.00	\$0.00
187431933	04/26/2017	04/27/2017	Unknown	SQU*SQ *STRONG PRODUCT	WASHINGTON, DC	7392	\$1,975.00	\$0.00	\$0.00
187644916	04/30/2017	05/01/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$154.08	\$0.00	\$0.00
187644917	04/30/2017	05/01/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$0.00	(\$5.04)	\$0.00
187644918	04/30/2017	05/01/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$0.00	(\$10.72)	\$0.00
187644919	04/30/2017	05/01/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$0.00	(\$1.86)	\$0.00
187644920	04/30/2017	05/01/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$0.00	(\$1.72)	\$0.00
188063687	05/05/2017	05/08/2017	Unknown	STAPLES 00115329	WASHINGTON, DC	5943	\$58.66	\$0.00	\$3.19
188141687	05/08/2017	05/09/2017	Unknown	SQU*SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	\$1,875.00	\$0.00	\$0.00
188141688	05/08/2017	05/09/2017	Unknown	PACER800-676-6856IR	800-676-6856, TX	9399	\$24.20	\$0.00	\$0.00
188207700	05/09/2017	05/10/2017	Unknown	DTV*DIRECTV SERVICE	800-347-3288, CA	4899	\$579.34	\$0.00	\$0.00
188280390	05/10/2017	05/11/2017	Unknown	FRAGERS	WASHINGTON, DC	5251	\$156.50	\$0.00	\$0.00
188280391	05/10/2017	05/11/2017	Unknown	CHAMPION AWARDS	02026386777, DC	5999	\$1,448.05	\$0.00	\$0.00

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188362384	05/11/2017	05/12/2017	Unknown	INT*IN *ARKANSAS ASSOC	501-4122198, AR	7299	\$85.00	\$0.00	\$0.00
188362385	05/11/2017	05/12/2017	Unknown	INT*IN *ARKANSAS ASSOC	501-4122198, AR	7299	\$25.00	\$0.00	\$0.00
188891611	05/19/2017	05/22/2017	Unknown	NATIONAL EMPLOYMENT LA	303-8615600, CO	8999	\$895.50	\$0.00	\$0.00
188967983	05/22/2017	05/23/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$966.55	\$0.00	\$0.00
189107394	05/23/2017	05/25/2017	Unknown	AMERICAN 00121300813211	08004337300, TX	3001	\$548.99	\$0.00	\$0.00
189107395	05/24/2017	05/25/2017	Unknown	STAPLES 00115329	WASHINGTON, DC	5943	\$0.00	(\$3.19)	(\$3.19)
189107396	05/24/2017	05/25/2017	Unknown	TAG B PARKING	WASHINGTON, DC	7523	\$2,400.00	\$0.00	\$0.00
189184255	05/25/2017	05/26/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$7.20	\$0.00	\$0.00
189184256	05/25/2017	05/26/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$1,100.00	\$0.00	\$0.00
189650693	06/02/2017	06/05/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$2,090.00	\$0.00	\$0.00
190161354	06/12/2017	06/13/2017	Unknown	ID SERVICES	8585690691, CA	2741	\$1,650.00	\$0.00	\$0.00
190226564	06/13/2017	06/14/2017	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$142.00	\$0.00	\$0.00
190299674	06/14/2017	06/15/2017	Unknown	TINGUE BROWN & CO	02017964490, NJ	5046	\$230.00	\$0.00	\$0.00
190508518	06/16/2017	06/19/2017	Unknown	SQU*SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	\$1,125.00	\$0.00	\$0.00
190588317	06/19/2017	06/20/2017	Unknown	NRA LAW ENFORCEMENT	703-267-1634, VA	8299	\$2,580.00	\$0.00	\$0.00
190588318	06/19/2017	06/20/2017	Unknown	SMK*SURVEYMONKEY.COM	971-2445555, CA	5968	\$300.00	\$0.00	\$0.00
190655189	06/20/2017	06/21/2017	Unknown	EEOC TRAINING INST	202-663-4837, DC	9399	\$1,500.00	\$0.00	\$0.00
190729740	06/20/2017	06/22/2017	Unknown	SOUTHWES 5268535016325	800-435-9792, TX	3066	\$360.96	\$0.00	\$0.00
190729741	06/21/2017	06/22/2017	Unknown	HILTON HOTELS CHICAGO	312-9224400, IL	3504	\$842.19	\$0.00	\$0.00
191259664	06/29/2017	06/30/2017	Unknown	B&H PHOTO 800-606-696	800-2215743, NY	5969	\$149.95	\$0.00	\$0.00
191259665	06/29/2017	06/30/2017	Unknown	BESTBUYCOM802762001 205	888-BESTBUY, MN	5732	\$1,309.98	\$0.00	\$84.27
191259666	06/29/2017	06/30/2017	Unknown	BESTBUYCOM802762001 205	888-BESTBUY, MN	5732	\$19.99	\$0.00	\$1.29

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191377908	06/29/2017	07/03/2017	Unknown	SOUTHWES 5268538098528	800-435-9792, TX	3066	\$427.46	\$0.00	\$0.00
191377909	06/30/2017	07/03/2017	Unknown	BESTBUYCOM802762001 205	888-BESTBUY, MN	5732	\$229.99	\$0.00	\$14.80
191434494	06/29/2017	07/04/2017	Unknown	ADORAMA INC	212-741-0466, NY	5969	\$29.99	\$0.00	\$0.00
191580867	07/06/2017	07/07/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$4,591.68	\$0.00	\$0.00
191826131	07/11/2017	07/12/2017	Unknown	ORBITZ*7279485401682	ORBITZ.COM, WA	4722	\$4.54	\$0.00	\$0.00
191900339	07/11/2017	07/13/2017	Unknown	DELTA 00686858419225	BELLEVUE, WA	3058	\$302.80	\$0.00	\$0.00
191900340	07/11/2017	07/13/2017	Unknown	UNITED 01686858552724	800-932-2732, TX	3000	\$230.80	\$0.00	\$0.00
192192725	07/17/2017	07/18/2017	Unknown	SKILLPATH NATIONAL	913-3623900, KS	8299	\$149.00	\$0.00	\$0.00
192192726	07/17/2017	07/18/2017	Unknown	SKILLPATH NATIONAL	913-3623900, KS	8299	\$149.00	\$0.00	\$0.00
192192727	07/17/2017	07/18/2017	Unknown	SKILLPATH NATIONAL	913-3623900, KS	8299	\$149.00	\$0.00	\$0.00
192192728	07/17/2017	07/18/2017	Unknown	SKILLPATH NATIONAL	913-3623900, KS	8299	\$149.00	\$0.00	\$0.00
192192729	07/17/2017	07/18/2017	Unknown	GRADUATE SCHOOL REG	08887444723, DC	8299	\$679.00	\$0.00	\$0.00
192192730	07/17/2017	07/18/2017	Unknown	GRADUATE SCHOOL REG	08887444723, DC	8299	\$699.00	\$0.00	\$0.00
192258919	07/18/2017	07/19/2017	Unknown	MARRIOTT HOTEL & RESOR	PARK CITY, UT	3509	\$590.68	\$0.00	\$0.00
192333426	07/19/2017	07/20/2017	Unknown	PROCOM CORPORATION	301-4979080, MD	4812	\$1,916.10	\$0.00	\$0.00
192333427	07/19/2017	07/20/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$198.00	\$0.00	\$0.00
192333428	07/19/2017	07/20/2017	Unknown	AMERICAN CORRECTIONAL	7032240055, VA	8398	\$275.00	\$0.00	\$0.00
192333429	07/19/2017	07/20/2017	Unknown	AMERICAN CORRECTIONAL	7032240055, VA	8398	\$30.00	\$0.00	\$0.00
192548372	07/21/2017	07/24/2017	Unknown	DTV*DIRECTV SERVICE	800-347-3288, CA	4899	\$160.61	\$0.00	\$0.00
192548373	07/21/2017	07/24/2017	Unknown	DATIA	08003551257, DC	8398	\$199.00	\$0.00	\$0.00
192715385	07/25/2017	07/26/2017	Unknown	APPLE STORE #R010	MCLEAN, VA	5732	\$647.80	\$0.00	\$0.00
192803566	07/26/2017	07/27/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$1,328.00	\$0.00	\$0.00

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192892427	07/27/2017	07/28/2017	Unknown	AMERICAN CORRECTIONAL	7032240055, VA	8398	\$275.00	\$0.00	\$0.00
192892428	07/27/2017	07/28/2017	Unknown	APPLE STORE #R010	MCLEAN, VA	5732	\$96.00	\$0.00	\$0.00
193021816	07/28/2017	07/31/2017	Unknown	SOUTHWES 5268547965420	800-435-9792, TX	3066	\$573.46	\$0.00	\$0.00
193256150	08/01/2017	08/03/2017	Unknown	AMERICAN 00121414220384	08004337300, TX	3001	\$474.40	\$0.00	\$0.00
193346580	08/02/2017	08/04/2017	Unknown	AMERICAN 00186887602064	BELLEVUE, WA	3001	\$437.60	\$0.00	\$0.00
193473054	08/02/2017	08/07/2017	Unknown	AMERICAN 00186887602064	BELLEVUE, WA	3001	\$0.00	(\$437.60)	\$0.00
193473055	08/03/2017	08/07/2017	Unknown	AMERICAN 00121418336561	08004337300, TX	3001	\$488.60	\$0.00	\$0.00
193559195	08/07/2017	08/08/2017	Unknown	AMERICAN CORRECTIONAL	7032240055, VA	8398	\$145.00	\$0.00	\$0.00
193630314	08/08/2017	08/09/2017	Unknown	PACER800-676-6856IR	800-676-6856, TX	9399	\$15.10	\$0.00	\$0.00
194162378	08/16/2017	08/17/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$234.68	\$0.00	\$0.00
194251684	08/17/2017	08/18/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$1,601.48	\$0.00	\$0.00
194251685	08/17/2017	08/18/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$469.36	\$0.00	\$0.00
194383581	08/18/2017	08/21/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$234.68	\$0.00	\$0.00
194383582	08/18/2017	08/21/2017	Unknown	ORBITZ*7289123837610	ORBITZ.COM, WA	4722	\$6.30	\$0.00	\$0.00
194383583	08/18/2017	08/21/2017	Unknown	AMERICAN 00186907933914	BELLEVUE, WA	3001	\$359.20	\$0.00	\$0.00
194383584	08/18/2017	08/21/2017	Unknown	UNITED 01686907755245	800-932-2732, TX	3000	\$354.80	\$0.00	\$0.00
194383585	08/19/2017	08/21/2017	Unknown	DTV*DIRECTV SERVICE	800-347-3288, CA	4899	\$262.96	\$0.00	\$0.00
194534619	08/23/2017	08/23/2017	Unknown	NNA SERVICES LLC	800-876-6827, CA	7399	\$199.00	\$0.00	\$0.00
194534620	08/23/2017	08/23/2017	Unknown	NNA SERVICES LLC	800-876-6827, CA	7399	\$81.95	\$0.00	\$0.00
194713381	08/24/2017	08/25/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$469.36	\$0.00	\$0.00
194713382	08/25/2017	08/25/2017	Unknown	NNA SERVICES LLC	800-876-6827, CA	7399	\$135.00	\$0.00	\$0.00
194857852	08/26/2017	08/28/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$0.00	(\$469.36)	\$0.00

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195134097	08/29/2017	08/31/2017	Unknown	GALLAUDET UNIVERSITY C	202-651-5299, DC	8220	\$1,247.50	\$0.00	\$0.00
195568819	09/06/2017	09/07/2017	Unknown	GRADUATE SCHOOL REG	08887444723, DC	8299	\$999.00	\$0.00	\$0.00
196086751	09/13/2017	09/14/2017	Unknown	DTV*DIRECTV SERVICE	800-347-3288, CA	4899	\$262.96	\$0.00	\$0.00
196086752	09/12/2017	09/14/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$3,934.00	\$0.00	\$0.00
196086753	09/12/2017	09/14/2017	Unknown	GALLAUDET UNIVERSITY	202-651-5299, DC	8220	\$0.00	(\$500.00)	\$0.00
196453091	09/18/2017	09/19/2017	Unknown	SHRED-IT USA LLC	08666474733, IL	7399	\$432.00	\$0.00	\$0.00
196531638	09/18/2017	09/20/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$0.00	(\$35.68)	\$0.00
196531639	09/18/2017	09/20/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$0.00	(\$77.36)	\$0.00
196531640	09/18/2017	09/20/2017	Unknown	MARRIOTT ST.LOUISGRAND	ST LOUIS, MO	3509	\$0.00	(\$243.48)	\$0.00
196531641	09/20/2017	09/20/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$49.95	\$0.00	\$0.00
196531642	09/19/2017	09/20/2017	Unknown	CONTRACTOR RESOURCE	08885026191, CA	5942	\$510.05	\$0.00	\$0.00
196619176	09/20/2017	09/21/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$165.96	\$0.00	\$0.00
197212086	09/28/2017	09/29/2017	Unknown	CREATIVE STRATEGIES	05024912900, KY	7392	\$358.00	\$0.00	\$20.27
<b>Totals for THOMAS, SALLIE</b>				<b>Total Transactions 148</b>			<b>\$93,592.19</b>	<b>(\$10,088.82)</b>	<b>\$120.82</b>
<b>Grand Totals</b>				<b>Total Transactions 710</b>			<b>\$474,304.20</b>	<b>(\$15,438.45)</b>	<b>\$665.46</b>

# Transaction Detail

## DCPCARD

Date/Time Printed: 02/12/2018 10:50:02 AM

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Selection Criteria: Post Date Is Between '10/1/2017' AND '1/31/2018'

Tran ID	Tran Date	Post Date	Purchase Method	Merchant	City, State	MCC	Debit Amount	Credit Amount	Tax
<b>BAKER, MICHELLE *****6211</b>									
197568579	10/04/2017	10/05/2017	Unknown	PAYPAL *NATIONALCEN	4029357733, CA	8398	\$225.00	\$0.00	\$0.00
197846310	10/05/2017	10/11/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$19.00	\$0.00	\$0.00
198136220	10/13/2017	10/16/2017	Unknown	SPECIALISTID.COM	8003806726, FL	5943	\$124.20	\$0.00	\$0.00
198136221	10/13/2017	10/16/2017	Unknown	NCCHC	773-8801460, IL	7399	\$495.00	\$0.00	\$0.00
198268428	10/16/2017	10/18/2017	Unknown	AMERICAN 00186975719840	BELLEVUE, WA	3001	\$180.20	\$0.00	\$0.00
198268429	10/16/2017	10/18/2017	Unknown	UNITED 01686975971553	800-932-2732, TX	3000	\$88.20	\$0.00	\$0.00
198427363	10/19/2017	10/20/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
198575636	10/20/2017	10/23/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$2,258.55	\$0.00	\$0.00
198575637	10/19/2017	10/23/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$1,140.36	\$0.00	\$0.00
198575638	10/19/2017	10/23/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$93.41	\$0.00	\$0.00
198709339	10/20/2017	10/25/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$2,736.78	\$0.00	\$0.00
198872258	10/27/2017	10/27/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$55.75	\$0.00	\$0.00
198872259	10/27/2017	10/27/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$118.46	\$0.00	\$0.00
198872260	10/27/2017	10/27/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, CA	5999	\$80.64	\$0.00	\$0.00
198872261	10/26/2017	10/27/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$0.00	(\$2,258.55)	\$0.00
199015988	10/26/2017	10/30/2017	Unknown	PARTY CITY	LANHAM, MD	5999	\$56.68	\$0.00	\$0.00
199140389	10/30/2017	11/01/2017	Unknown	PARTY CITY	LANHAM, MD	5999	\$35.88	\$0.00	\$0.00
199213509	11/01/2017	11/02/2017	Unknown	ART & FRAMING	WASHINGTON, DC	5999	\$147.00	\$0.00	\$0.00
199213510	11/01/2017	11/02/2017	Unknown	CHAMPION AWARDS	WASHINGTON, DC	5999	\$140.00	\$0.00	\$0.00

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199296158	11/02/2017	11/03/2017	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$89.00	\$0.00	\$0.00
199296159	11/02/2017	11/03/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$7.99	\$0.00	\$0.00
199493138	11/06/2017	11/07/2017	Unknown	D AND D TIRE CO.	HYATTSVILLE, MD	5532	\$236.86	\$0.00	\$0.00
199744091	11/09/2017	11/10/2017	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$75.00	\$0.00	\$0.00
199744092	11/08/2017	11/10/2017	Unknown	HYATT HOTELS CHICAGO	CHICAGO, IL	3640	\$934.44	\$0.00	\$0.00
199744093	11/09/2017	11/10/2017	Unknown	GRADUATE SCHOOL REG	08887444723, DC	8299	\$1,099.00	\$0.00	\$0.00
200263042	11/19/2017	11/20/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
200461111	11/22/2017	11/24/2017	Unknown	CVS/PHARMACY #04546	WASHINGTON, DC	5912	\$69.90	\$0.00	\$0.00
200636664	11/29/2017	11/29/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$70.94	\$0.00	\$0.00
200636665	11/29/2017	11/29/2017	Unknown	READYREFRESH BY NESTLE	800-274-5282, CA	5999	\$171.80	\$0.00	\$0.00
200791822	11/29/2017	12/01/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$112.27	\$0.00	\$0.00
200791823	11/29/2017	12/01/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$48.20	\$0.00	\$0.00
200791824	11/29/2017	12/01/2017	Unknown	LANDOVER PRINTING CENT	LANDOVER, MD	7338	\$198.50	\$0.00	\$0.00
200894160	12/02/2017	12/04/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$118.46	\$0.00	\$0.00
200894161	12/01/2017	12/04/2017	Unknown	SOLARWINDS	866-530-8100, TX	5734	\$1,250.00	\$0.00	\$0.00
201846800	12/19/2017	12/20/2017	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
201955617	12/22/2017	12/22/2017	Unknown	COMCAST	800-COMCAST, MD	4899	\$70.94	\$0.00	\$0.00
201955618	12/21/2017	12/22/2017	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$163.00	\$0.00	\$0.00
201955619	12/21/2017	12/22/2017	Unknown	TURNING TECHNOLOGIES	330-746-3015, OH	5045	\$2,000.00	\$0.00	\$0.00
202216242	12/22/2017	01/02/2018	Unknown	PENSKE TRK LSG 042810	CAPITOL HGTS, MD	7513	\$529.22	\$0.00	\$0.00
202318092	01/03/2018	01/04/2018	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$107.00	\$0.00	\$0.00
202371810	01/04/2018	01/05/2018	Unknown	VOIANCE LLC	520-7459447, AZ	7399	\$121.80	\$0.00	\$6.09
202462136	12/29/2017	01/08/2018	Unknown	PENSKE TRK LSG 042810	CAPITOL HGTS, MD	7513	\$529.22	\$0.00	\$0.00

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202505864	01/05/2018	01/09/2018	Unknown	PENSKE TRK LSG 042810	CAPITOL HGTS, MD	7513	\$101.49	\$0.00	\$0.00
* 202563857	01/08/2018	01/10/2018	Unknown	LANDOVER PRINTING CENT	3017315991, MD	2741	\$515.30	\$0.00	\$0.00
202563858	01/08/2018	01/10/2018	Unknown	LANDOVER PRINTING CENT	3017315991, MD	2741	\$58.50	\$0.00	\$0.00
202563859	01/08/2018	01/10/2018	Unknown	LANDOVER PRINTING CENT	3017315991, MD	2741	\$73.50	\$0.00	\$0.00
202876903	01/17/2018	01/17/2018	Unknown	COMCAST	800-COMCAST, MD	4899	\$118.46	\$0.00	\$0.00
202932914	01/16/2018	01/18/2018	Unknown	PENSKE TRK LSG 042810	CAPITOL HGTS, MD	7513	\$0.00	(\$39.20)	\$0.00
202932915	01/16/2018	01/18/2018	Unknown	PENSKE TRK LSG 042810	CAPITOL HGTS, MD	7513	\$0.00	(\$39.20)	\$0.00
202960679	01/17/2018	01/19/2018	Unknown	PENSKE TRK LSG 042810	CAPITOL HGTS, MD	7513	\$0.00	(\$7.52)	\$0.00
203123384	01/19/2018	01/22/2018	Unknown	CTC*CONSTANTCONTA CT.C	855-2295506, MA	5968	\$45.00	\$0.00	\$0.00
203158454	01/21/2018	01/23/2018	Unknown	PARTY CITY	LANHAM, MD	5999	\$24.32	\$0.00	\$0.00
203215307	01/24/2018	01/24/2018	Unknown	READYREFRESH BY NESTLE	800-274-5282, CA	5999	\$381.01	\$0.00	\$0.00
203284578	01/22/2018	01/25/2018	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$1,150.00	\$0.00	\$0.00
203284579	01/24/2018	01/25/2018	Unknown	VOIANCE LLC	520-7459447, AZ	7399	\$572.96	\$0.00	\$28.65
203533450	01/29/2018	01/30/2018	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$41.20	\$0.00	\$0.00
203533451	01/29/2018	01/30/2018	Unknown	INT*IN *ERGOMETRICS AN	425-7745700, WA	7392	\$26.04	\$0.00	\$0.00
<b>Totals for BAKER, MICHELLE</b>				<b>Total Transactions 57</b>			<b>\$19,241.43</b>	<b>(\$2,344.47)</b>	<b>\$34.74</b>

**BOYD, GWENDOLYN \*\*\*\*\*0679**

198264534	10/17/2017	10/18/2017	Unknown	OVERHEAD DOOR CO OF WA	301-9371800, MD	1799	\$389.69	\$0.00	\$0.00
199136455	10/31/2017	11/01/2017	Unknown	INT*IN *ENVIRONMENTAL	410-2244304, MD	8734	\$298.00	\$0.00	\$0.00
199209444	11/01/2017	11/02/2017	Unknown	VIRGINIA PUMP CO INC	ALEXANDRIA, VA	1711	\$282.00	\$0.00	\$0.00
199209445	11/01/2017	11/02/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$264.01	\$0.00	\$0.00
199291241	11/01/2017	11/03/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$228.31	\$0.00	\$0.00

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199421765	11/03/2017	11/06/2017	Unknown	SENECA BALANCE OF MD	04106651281, MD	1520	\$950.00	\$0.00	\$0.00
199421766	11/03/2017	11/06/2017	Unknown	POSNER INDUSTRIES CAPI	CAPITOL HEIGH, MD	5251	\$319.53	\$0.00	\$0.00
199421767	11/03/2017	11/06/2017	Unknown	ROBERTS OXYGEN CO BR 0	ROCKVILLE, MD	5085	\$106.21	\$0.00	\$0.00
199421768	11/03/2017	11/06/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$29.23	\$0.00	\$0.00
199576713	11/07/2017	11/08/2017	Unknown	INT*IN *BRUNER DETENTI	540-9084739, VA	7299	\$775.00	\$0.00	\$0.00
199739283	11/09/2017	11/10/2017	Unknown	BLAYDES LOCK CO INC	WASHINGTON, DC	7399	\$82.26	\$0.00	\$0.00
199844445	11/09/2017	11/13/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$104.09	\$0.00	\$0.00
199844446	11/10/2017	11/13/2017	Unknown	DOEE-HAZARD WASTE BRAN	02026712300, DC	9399	\$390.00	\$0.00	\$0.00
199970209	11/14/2017	11/15/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$777.43	\$0.00	\$0.00
199970210	11/14/2017	11/15/2017	Unknown	VIRGINIA PUMP CO INC	ALEXANDRIA, VA	1711	\$360.00	\$0.00	\$0.00
200367199	11/21/2017	11/22/2017	Unknown	THE UPS STORE 2092	WASHINGTON, DC	7399	\$275.34	\$0.00	\$0.00
200367200	11/21/2017	11/22/2017	Unknown	ROBERTS OXYGEN CO BR 0	ROCKVILLE, MD	5085	\$120.15	\$0.00	\$0.00
200455511	11/21/2017	11/24/2017	Unknown	S ALBERT GLASS CO INC	BELTSVILLE, MD	5231	\$1,205.95	\$0.00	\$0.00
200455512	11/21/2017	11/24/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$147.54	\$0.00	\$0.00
200455513	11/22/2017	11/24/2017	Unknown	J P	301-5958900, MD	1711	\$1,850.00	\$0.00	\$0.00
200455514	11/21/2017	11/24/2017	Unknown	BLAYDES LOCK CO INC	WASHINGTON, DC	7399	\$146.95	\$0.00	\$0.00
200517190	11/24/2017	11/27/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$1,348.00	\$0.00	\$0.00
200632768	11/28/2017	11/29/2017	Unknown	INT*IN *BRUNER DETENTI	540-9084739, VA	7299	\$825.00	\$0.00	\$0.00
200632769	11/28/2017	11/29/2017	Unknown	ATLANTIC ELECTRIC SUPP	202-5261300, DC	5065	\$2,250.00	\$0.00	\$0.00
200704225	11/29/2017	11/30/2017	Unknown	ATLANTIC ELECTRIC SUPP	202-5261300, DC	5065	\$845.00	\$0.00	\$0.00
200944481	12/04/2017	12/05/2017	Unknown	ATLANTIC ELECTRIC SUPP	202-5261300, DC	5065	\$845.00	\$0.00	\$0.00
201085935	12/05/2017	12/07/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$20.30	\$0.00	\$0.00

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201085936	12/06/2017	12/07/2017	Unknown	SHERWIN WILLIAMS 70337	DIST COLUMBIA, DC	5231	\$2,244.20	\$0.00	\$0.00
201357135	12/08/2017	12/11/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$1,218.67	\$0.00	\$0.00
201424664	12/11/2017	12/12/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$2,467.00	\$0.00	\$0.00
201424665	12/12/2017	12/12/2017	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, WI	5964	\$468.06	\$0.00	\$0.00
201424666	12/11/2017	12/12/2017	Unknown	J P	301-5958900, MD	1711	\$1,126.77	\$0.00	\$0.00
201844946	12/18/2017	12/20/2017	Unknown	ARGYLE SECURITY GROUP	SAN ANTONIO, TX	1731	\$325.00	\$0.00	\$0.00
201953767	12/21/2017	12/22/2017	Unknown	BLAYDES LOCK CO INC	WASHINGTON, DC	7399	\$133.56	\$0.00	\$0.00
202038762	12/24/2017	12/26/2017	Unknown	THE HOME DEPOT 2583	WASHINGTON, DC	5200	\$0.00	(\$38.60)	\$0.00
202038763	12/21/2017	12/26/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$517.06	\$0.00	\$0.00
202038764	12/23/2017	12/26/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$175.00	\$0.00	\$0.00
202038765	12/23/2017	12/26/2017	Unknown	SHERWIN WILLIAMS 70337	DIST COLUMBIA, DC	5231	\$405.04	\$0.00	\$0.00
202103850	12/28/2017	12/28/2017	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, WI	5964	\$593.40	\$0.00	\$0.00
202140964	12/27/2017	12/29/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$908.20	\$0.00	\$0.00
202140965	12/28/2017	12/29/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$3,606.84	\$0.00	\$0.00
202140966	12/28/2017	12/29/2017	Unknown	INTERSTATE BATTERY SYS	703-3390707, VA	5533	\$93.95	\$0.00	\$0.00
202504496	01/08/2018	01/09/2018	Unknown	FERGUSON ENT #32	08448723857, DC	5074	\$302.24	\$0.00	\$0.00
202561905	01/08/2018	01/10/2018	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$36.60	\$0.00	\$0.00
202623094	01/02/2018	01/11/2018	Unknown	WW GRAINGER	LAKE FOREST, IL	5085	\$0.00	(\$3,606.84)	\$0.00
202623095	01/09/2018	01/11/2018	Unknown	THE HOME DEPOT 2583	WASHINGTON, DC	5200	\$369.93	\$0.00	\$0.00
202692470	01/10/2018	01/12/2018	Unknown	MELENEY EQUIPMENT INC(	JESSUP, MD	1711	\$4,998.00	\$0.00	\$0.00
202801057	01/12/2018	01/15/2018	Unknown	CORRECTIONS PRODUCTS C	210-8297951, TX	5072	\$970.00	\$0.00	\$0.00
202801058	01/12/2018	01/15/2018	Unknown	WW GRAINGER	877-2022594, IL	5085	\$3,477.37	\$0.00	\$0.00
202801059	01/13/2018	01/15/2018	Unknown	THE HOME DEPOT 2583	WASHINGTON, DC	5200	\$300.32	\$0.00	\$0.00

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202875421	01/15/2018	01/17/2018	Unknown	CUMMINSWG NR	4107924230, MD	5085	\$1,884.50	\$0.00	\$0.00
202930925	01/16/2018	01/18/2018	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$0.00	(\$166.18)	\$0.00
203213181	01/23/2018	01/24/2018	Unknown	WW GRAINGER	877-2022594, IL	5085	\$1,328.38	\$0.00	\$0.00
203280511	01/24/2018	01/25/2018	Unknown	WW GRAINGER	877-2022594, IL	5085	\$131.94	\$0.00	\$0.00
203531910	01/29/2018	01/30/2018	Unknown	LOWES #03256*	WASHINGTON, DC	5200	\$1,477.63	\$0.00	\$0.00
203594587	01/29/2018	01/31/2018	Unknown	THE HOME DEPOT 2583	WASHINGTON, DC	5200	\$348.26	\$0.00	\$0.00

**Totals for BOYD, GWENDOLYN**

**Total Transactions 56**

**\$45,142.91**

**(\$3,811.62)**

**\$0.00**

**POWELL, GENESTER \*\*\*\*\*6322**

197548359	10/04/2017	10/05/2017	Unknown	MVS INC	02027227981, DC	7399	\$276.04	\$0.00	\$0.00
197716930	10/06/2017	10/09/2017	Unknown	LOWES #01122*	NEW CARROLLTO, MD	5200	\$0.00	(\$799.99)	\$0.00
197830437	10/10/2017	10/11/2017	Unknown	SIGNS BY TOMORROW	VIENNA, VA	5099	\$250.41	\$0.00	\$0.00
197895173	10/06/2017	10/12/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$125.97	\$0.00	\$0.00
197895174	10/11/2017	10/12/2017	Unknown	SHERWIN WILLIAMS 70337	DIST COLUMBIA, DC	5231	\$772.28	\$0.00	\$0.00
197974548	10/11/2017	10/13/2017	Unknown	TV ARMOR LLC	JACKSON, NJ	5732	\$425.29	\$0.00	\$0.00
197974549	10/11/2017	10/13/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$88.41	\$0.00	\$0.00
198242929	10/17/2017	10/18/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$1,427.90	\$0.00	\$0.00
198242930	10/17/2017	10/18/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$176.00	\$0.00	\$0.00
198397159	10/19/2017	10/20/2017	Unknown	SIGNS BY TOMORROW	VIENNA, VA	5099	\$262.59	\$0.00	\$0.00
198614349	10/23/2017	10/24/2017	Unknown	THESTAMPMaker	8884517300, MI	5943	\$39.45	\$0.00	\$0.00
198614350	10/23/2017	10/24/2017	Unknown	WW GRAINGER	877-2022594, IL	5085	\$466.35	\$0.00	\$0.00
198682240	10/24/2017	10/25/2017	Unknown	MVS INC	02027227981, DC	7399	\$308.34	\$0.00	\$0.00
198841895	10/26/2017	10/27/2017	Unknown	S FREEDMAN AND SONS	301-386-7841, MD	5085	\$2,258.55	\$0.00	\$0.00
199115399	10/31/2017	11/01/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$471.79	\$0.00	\$0.00
199115400	10/31/2017	11/01/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$1,339.00	\$0.00	\$0.00
199187497	11/01/2017	11/02/2017	Unknown	ELITE K9 INC 2	BOAZ, KY	5995	\$3,287.03	\$0.00	\$0.00

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199266269	11/01/2017	11/03/2017	Unknown	ECOTENSIL, INC	CORTE MADERA, CA	5719	\$415.20	\$0.00	\$0.00
199383500	11/03/2017	11/06/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$1,125.00	\$0.00	\$0.00
199383501	11/03/2017	11/06/2017	Unknown	INTUIT *IN *PLEVA, INC	410-7575395, MD	7393	\$307.60	\$0.00	\$0.00
199547520	11/07/2017	11/08/2017	Unknown	THE GUN SHOP	609-8591997, PA	5941	\$4,759.86	\$0.00	\$0.00
199812217	11/08/2017	11/13/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	\$335.17	\$0.00	\$0.00
199886583	11/13/2017	11/14/2017	Unknown	TIMEKEEPING SYSTEMS IN	216-5951027, OH	5065	\$2,530.60	\$0.00	\$0.00
199948464	11/14/2017	11/15/2017	Unknown	AMERICAN CORRECTIONAL	800-222-5646, VA	8699	\$653.00	\$0.00	\$0.00
200551807	11/27/2017	11/28/2017	Unknown	MVS INC	02027227981, DC	7399	\$1,525.90	\$0.00	\$0.00
200611709	11/27/2017	11/29/2017	Unknown	BLUE OCTOPUS	ALEXANDRIA, VA	5941	\$23.90	\$0.00	\$0.00
200611710	11/28/2017	11/29/2017	Unknown	CHEWY.COM	800-6724399, FL	5995	\$327.92	\$0.00	\$0.00
200761022	11/30/2017	12/01/2017	Unknown	INT*IN *PINNACLE TECHN	864-2332433, SC	7379	\$1,186.37	\$0.00	\$0.00
200858430	12/01/2017	12/04/2017	Unknown	INTUIT *IN *PLEVA, INC	410-7575395, MD	7393	\$457.00	\$0.00	\$0.00
200858431	11/30/2017	12/04/2017	Unknown	FLY MOTOR SPORTS	877-430-0083, TX	5941	\$86.87	\$0.00	\$0.00
201310357	12/08/2017	12/11/2017	Unknown	THE HOME DEPOT #2583	WASHINGTON, DC	5200	\$161.14	\$0.00	\$0.00
201470540	12/12/2017	12/13/2017	Unknown	CRAFTMASTER HARDWARE	NORTHVALE, NJ	5251	\$330.00	\$0.00	\$0.00
201538312	12/13/2017	12/14/2017	Unknown	GALLS	08592667227, KY	5964	\$27.94	\$0.00	\$0.00
201538313	12/13/2017	12/14/2017	Unknown	THE HAMILTON GROUP	02026894304, DC	5111	\$2,180.00	\$0.00	\$0.00
201884882	12/20/2017	12/21/2017	Unknown	MICHAELS STORES 9939	BOWIE, MD	5970	\$296.47	\$0.00	\$0.00
201938847	12/20/2017	12/22/2017	Unknown	MONARCH COIN & SECURIT	COVINGTON, KY	5046	\$1,930.00	\$0.00	\$0.00
201938848	12/21/2017	12/22/2017	Unknown	ALLIED TRAILERS SALES	301-4701444, MD	7394	\$840.00	\$0.00	\$0.00
202129791	12/28/2017	12/29/2017	Unknown	INT*IN *GENERAL MERCHA	202-8328666, DC	5231	\$393.70	\$0.00	\$0.00
202238941	01/02/2018	01/03/2018	Unknown	WW GRAINGER	877-2022594, IL	5085	\$383.95	\$0.00	\$0.00
202354672	01/04/2018	01/05/2018	Unknown	CHEWY.COM	800-6724399, FL	5995	\$402.26	\$0.00	\$0.00
202605359	01/10/2018	01/11/2018	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$3,090.91	\$0.00	\$0.00

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\*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*

Transaction Detail

202671776	01/11/2018	01/12/2018	Unknown	MICHAELS STORES 9939	BOWIE, MD	5970	\$0.00	(\$17.80)	\$0.00
202915058	01/18/2018	01/18/2018	Unknown	GALLS	08592667227, KY	5964	\$1,480.00	\$0.00	\$0.00
203005530	01/17/2018	01/19/2018	Unknown	THE HOME DEPOT 2583	WASHINGTON, DC	5200	\$225.05	\$0.00	\$0.00
203005531	01/18/2018	01/19/2018	Unknown	INTUIT *IN *PLEVA, INC	410-7575395, MD	7393	\$792.00	\$0.00	\$0.00
203005532	01/19/2018	01/19/2018	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$130.00	\$0.00	\$0.00
203196193	01/23/2018	01/24/2018	Unknown	HEARTSMART.COM	NEW MILFORD, CT	5047	\$2,414.00	\$0.00	\$0.00
203196194	01/23/2018	01/24/2018	Unknown	BENNETT CAREER INSTITU	WASHINGTON, DC	7230	\$1,960.00	\$0.00	\$0.00
203260556	01/24/2018	01/25/2018	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$217.63	\$0.00	\$0.00
203260557	01/24/2018	01/25/2018	Unknown	MVS INC	02027227981, DC	7399	\$312.85	\$0.00	\$0.00
<b>Totals for POWELL, GENESTER</b>				<b>Total Transactions 50</b>			<b>\$43,277.69</b>	<b>(\$817.79)</b>	<b>\$0.00</b>

**POWELL, GENESTER \*\*\*\*\*9954**

200613585	11/28/2017	11/29/2017	Unknown	U.S. OFFICE SOLUTIONS	BRENTWOOD, MD	5044	\$3,870.50	\$0.00	\$0.00
201079101	12/06/2017	12/07/2017	Unknown	MVS INC	02027227981, DC	7399	\$386.98	\$0.00	\$0.00
201413035	12/11/2017	12/12/2017	Unknown	FMS PRODUCTIONS	08004214609, TX	7829	\$3,039.00	\$0.00	\$231.63
201540159	12/13/2017	12/14/2017	Unknown	HAZELDEN PUBLISHING 2	06512134005, MN	5942	\$685.49	\$0.00	\$0.00
202013285	12/23/2017	12/26/2017	Unknown	HMCO *BOOKS	GENEVA, IL	5969	\$1,649.94	\$0.00	\$0.00
202095651	12/27/2017	12/28/2017	Unknown	BENNETT CAREER INSTITU	WASHINGTON, DC	7230	\$1,960.00	\$0.00	\$0.00
203199545	01/23/2018	01/24/2018	Unknown	BENNETT CAREER INSTITU	WASHINGTON, DC	7230	\$0.00	(\$1,960.00)	(\$106.58)
<b>Totals for POWELL, GENESTER</b>				<b>Total Transactions 7</b>			<b>\$11,591.91</b>	<b>(\$1,960.00)</b>	<b>\$125.05</b>

**THOMAS, SALLIE \*\*\*\*\*6854**

198693695	10/24/2017	10/25/2017	Unknown	DTV*DIRECTV SERVICE	800-347-3288, CA	4899	\$262.96	\$0.00	\$0.00
198854669	10/25/2017	10/27/2017	Unknown	OTC BRANDS, INC.	OMAHA, NE	5964	\$219.86	\$0.00	\$0.00
199125848	10/31/2017	11/01/2017	Unknown	GRADUATE SCHOOL REG	08887444723, DC	8299	\$0.00	(\$699.00)	\$0.00
199959469	11/14/2017	11/15/2017	Unknown	SECURITY EQUIPMENT COR	FENTON, MO	5065	\$150.00	\$0.00	\$0.00

199959470	11/14/2017	11/15/2017	Unknown	STAPLES	00102186	WASHINGTON, DC	5943	\$296.08	\$0.00	\$16.10
199959471	11/15/2017	11/15/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX		5045	\$300.00	\$0.00	\$0.00
199959472	11/15/2017	11/15/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX		5045	\$300.00	\$0.00	\$0.00
200032325	11/14/2017	11/16/2017	Unknown	AMERICAN	00121583429833	08004337300, TX	3001	\$479.41	\$0.00	\$0.00
200032326	11/14/2017	11/16/2017	Unknown	AMERICAN	00121583429844	08004337300, TX	3001	\$479.41	\$0.00	\$0.00
200032327	11/14/2017	11/16/2017	Unknown	AMERICAN	00121583429855	08004337300, TX	3001	\$479.41	\$0.00	\$0.00
200032328	11/14/2017	11/16/2017	Unknown	AMERICAN	00121583429866	08004337300, TX	3001	\$479.41	\$0.00	\$0.00
200032329	11/14/2017	11/16/2017	Unknown	AMERICAN	00121583429870	08004337300, TX	3001	\$479.41	\$0.00	\$0.00
200304823	11/20/2017	11/21/2017	Unknown	STAPLES	00102186	WASHINGTON, DC	5943	\$0.00	(\$296.03)	(\$16.10)
200304824	11/20/2017	11/21/2017	Unknown	STAPLES	00102186	WASHINGTON, DC	5943	\$279.92	\$0.00	\$0.00
200622295	11/28/2017	11/29/2017	Unknown	SQU*SQ *AIRPORT CAR SE		ENFIELD, CT	4121	\$518.75	\$0.00	\$0.00
201026816	12/05/2017	12/06/2017	Unknown	DTV*DIRECTV SERVICE		800-347-3288, CA	4899	\$525.92	\$0.00	\$0.00
201026817	12/04/2017	12/06/2017	Unknown	GALLAUDET UNIVERSITY C		202-651-5299, DC	8220	\$1,017.50	\$0.00	\$0.00
201026818	12/04/2017	12/06/2017	Unknown	JETBLUE	27921892449703	08005382583, UT	3174	\$542.60	\$0.00	\$0.00
201179818	12/08/2017	12/08/2017	Unknown	AMAZON MKTPLACE		AMZN.COM/BILL, WA	5942	\$167.88	\$0.00	\$0.00
201548675	12/13/2017	12/14/2017	Unknown	B&H PHOTO MOTO		800-606-6969, NY	5946	\$1,762.81	\$0.00	\$0.00
201728296	12/16/2017	12/18/2017	Unknown	HAMPTON INN & SUITES		BOSTON, MA	3665	\$124.75	\$0.00	\$0.00
201728297	12/16/2017	12/18/2017	Unknown	HAMPTON INN & SUITES		BOSTON, MA	3665	\$124.75	\$0.00	\$0.00
201788573	12/18/2017	12/19/2017	Unknown	AMERICAN CORRECTIONAL		800-222-5646, VA	8699	\$305.00	\$0.00	\$0.00
201788574	12/18/2017	12/19/2017	Unknown	AMERICAN CORRECTIONAL		800-222-5646, VA	8699	\$270.00	\$0.00	\$0.00
201788575	12/18/2017	12/19/2017	Unknown	AMERICAN CORRECTIONAL		800-222-5646, VA	8699	\$369.00	\$0.00	\$0.00

202024906	12/21/2017	12/26/2017	Unknown	GALLAUDET UNIVERSITY	202-651-5299, DC	8220	\$0.00	(\$500.00)	\$0.00
202024907	12/22/2017	12/26/2017	Unknown	AMERICAN 00121636461531	08004337300, TX	3001	\$354.00	\$0.00	\$0.00
202024908	12/23/2017	12/26/2017	Unknown	AMERICAN 00121636461539	08004337300, TX	3001	\$0.00	(\$90.50)	\$0.00
202062067	12/26/2017	12/27/2017	Unknown	EXPEDIA 7317994050712	EXPEDIA.COM, WA	4722	\$1.93	\$0.00	\$0.00
202062068	12/26/2017	12/27/2017	Unknown	EXPEDIA 7318007185775	EXPEDIA.COM, WA	4722	\$1.93	\$0.00	\$0.00
202098677	12/26/2017	12/28/2017	Unknown	AMERICAN 00170332662231	BELLEVUE, WA	3001	\$118.20	\$0.00	\$0.00
202098678	12/26/2017	12/28/2017	Unknown	AMERICAN 00170332789351	BELLEVUE, WA	3001	\$118.20	\$0.00	\$0.00
202098679	12/26/2017	12/28/2017	Unknown	JETBLUE 27970332699890	08005382583, WA	3174	\$118.20	\$0.00	\$0.00
202098680	12/26/2017	12/28/2017	Unknown	JETBLUE 27970332845663	08005382583, WA	3174	\$118.20	\$0.00	\$0.00
202301551	01/02/2018	01/04/2018	Unknown	AMERICAN 00121651143891	08004337300, TX	3001	\$415.00	\$0.00	\$0.00
202443295	01/05/2018	01/08/2018	Unknown	HOTEL*RESERVATIONS.COM	877-903-0071, WA	4722	\$317.76	\$0.00	\$0.00
202443296	01/05/2018	01/08/2018	Unknown	SAFARILAND	08003471200, FL	7399	\$895.00	\$0.00	\$0.00
202443297	01/05/2018	01/08/2018	Unknown	WWW.RESERVATIONS.COM	8559562201, FL	7011	\$14.99	\$0.00	\$0.00
202614144	01/10/2018	01/11/2018	Unknown	COURTYARD BY MARRIOTT	LAKE BUENA VI, FL	3690	\$725.65	\$0.00	\$0.00
202614145	01/10/2018	01/11/2018	Unknown	COURTYARD BY MARRIOTT	LAKE BUENA VI, FL	3690	\$725.65	\$0.00	\$0.00
202614146	01/10/2018	01/11/2018	Unknown	COURTYARD BY MARRIOTT	LAKE BUENA VI, FL	3690	\$603.00	\$0.00	\$0.00
202614147	01/10/2018	01/11/2018	Unknown	MARRIOTT ORLANDO WORLD	866-435-7627, FL	3509	\$447.75	\$0.00	\$0.00
203098404	01/19/2018	01/22/2018	Unknown	TAG B PARKING	WASHINGTON, DC	7523	\$2,800.00	\$0.00	\$0.00
203098405	01/19/2018	01/22/2018	Unknown	GOSPEL SPREADING BIBLE	WASHINGTON, DC	5942	\$104.97	\$0.00	\$0.00
<b>Totals for THOMAS, SALLIE</b>				<b>Total Transactions 44</b>			<b>\$17,815.26</b>	<b>(\$1,585.53)</b>	<b>\$0.00</b>

<b>Grand Totals</b>	<b>Total Transactions 214</b>	<b>\$137,069.20</b>	<b>(\$10,519.41)</b>	<b>\$159.79</b>
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## CLD All DOC Pending Cases in FY17

[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility') and (Status Date between 10/1/16 and 09/30/17and status <>'closed')]

Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
433415	Tyrone Hurt v. Chief of Police, 14-4616, 14-3389			10/3/2014	11/7/2016	Consent	
451850	Hurd, Michael D. Jr. v. DC, 15-cv-666(ESH)	Prisoner Complaint Common Law	Maria Amato	5/5/2015	7/28/2017	Open	Michele Fuller Elizabeth Sarah Gere Matthew Blecher Toni Michelle Jackson
482525	Moghalu, Stanley v DC, 16-3680 (SC) - Inmate placed in section of jail with members of gang despite separation order to keep him separated from the gang.		Maria Amato	6/6/2016	9/29/2017	Open	Bobby D. Gboyor Glenn Marrow Portia M. Roundtree
487736	Hamlin, Kendrid, No. 15-9721-CF3 (SC) - TRO to remove pretrial detainee from "safe cell"	Habeas Corpus	Maria Amato	7/27/2016	6/29/2017	Open	Alicia Cullen Charles Coughlin Patricia A. Oxendine Jonathan H. Pittman
487313	Young-Bey, Jeffrey M. v. Officer A. Bello et al 15-9626- claim of negligence and gross negligence for failure to properly treat inmate's alleged leg condition		Maria Amato	8/2/2016	3/23/2017	Open	Sarah L. Knapp Jordan Liew
493226	Mitchell, Wallace v. DC, et al, 16-6586 - Pro se inmate claims DOC officers prevented hi from going to library to help prepare his legal matters and from attending religious services.	Prisoner Complaint Common Law	Maria Amato	10/5/2016	10/5/2016	Open	Michael K. Addo Portia M. Roundtree George B. Becker
493625	Carter, Bridgette v. DC Department of Corrections, 16-6374 - Personal injury claim by employee of CCA claiming injury when inmate in			10/7/2016	10/7/2016	Open	

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Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
	custody of DOC officer broke free and injured plaintiff.	Personal Injury Prisoner Complaint Common Law					Philip Medley Michael K. Addo Terri L. Wright
496233	Mitchell, Wallace v. DC 16-4424	Prisoner Complaint Common Law	Maria Amato	10/31/2016	10/31/2016	Open	Dawne Daye George Valentine
497225	Mitchell, Wallace G. 16-4409		Maria Amato	11/10/2016	11/10/2016	Open	Dawne Daye George Valentine
497223	Mitchell, Wallace G. 16-4440		Maria Amato	11/10/2016	11/10/2016	Open	George Valentine Dawne Daye
498351	James L. Harrison v. D.C. Department of Corrections, DCCA No. 16-AA-1151, 17-AA-0179			11/29/2016	5/8/2017	Open	Stacy L. Anderson Eugenia Newby James McKay
498465	Mitchell, Wallace 2016-4886		Maria Amato	11/30/2016	11/30/2016	Open	George Valentine Dawne Daye
498462	Mitchell, Wallace 2016-4887		Maria Amato	11/30/2016	11/30/2016	Open	George Valentine Dawne Daye
498460	Mitchell, Wallace 2016-4899-Removal of Property		Maria Amato	11/30/2016	11/30/2016	Open	George Valentine Dawne Daye
499068	Russell, Maxine v. DC, et al, 16-8605, removed 17-0313 (D.D.C.) - Plaintiff alleges constitutional and common law claims against DC and CCA for housing conditions at CTF and inadequate medical care.	Prisoner Complaint Common Law	Maria Amato	12/8/2016	12/8/2016	Open	Glenn Marrow Marjorie Thomas Portia M. Roundtree George B. Becker
501762	Austin, Jr., Herman v. Department of Corrections, OEA Matter No. 1601-0010-17	Termination Appeal	Maria Amato	1/19/2017	1/19/2017	Open	Andrea G. Comentale Nada Paisant
502311	Bowser, Mark K. v. Sergeant D.			1/25/2017	1/25/2017	Open	



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Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
	Smith, et al, 16-1455 - Inmate claims federal civil rights violation when he was assaulted by another inmate being escorted by correctional officers.	Prisoner Complaint Common Law	Maria Amato				William J. Chang Marjorie Thomas Michael K. Addo
502939	Mitchell, Wallace v. DC,et al, 17-0324 - Claims sexual harassment by male officer who touched his private areas and offered favors in exchange for sex.	Prisoner Complaint Common Law		2/2/2017	2/2/2017	Open	Michael K. Addo Dawne Daye
502947	Mitchell, Wallace v. Sgt. Longinus Ogu, et al, 17-0328 - Claims officer served him soy milk, wouldn't take him to medical infirmary because of problems with cell door.		Maria Amato	2/2/2017	2/2/2017	Open	Michael K. Addo Dawne Daye
502996	Mitchell, Wallace v Stephanie Brysac,17-0319 - AKA Mikey Dykey, et al -	Prisoner Complaint Common Law	Maria Amato	2/2/2017	2/2/2017	Open	Michael K. Addo Dawne Daye
503014	Creese, Darnelle v. DC, et al , 16-2440 - Title VII - gender role discrimination (male).	Employment	Maria Amato	2/2/2017	2/2/2017	Open	Sarah L. Knapp Christina Okereke Colin Rettammel
502954	Mitchell, Wallace v. Walter Coley, et al, 17-0331 - Claims he was moved to a new housing unit/cell which did not have a working cell door and staff were unable to get him out of the cell for medical treatment.	Prisoner Complaint Common Law	Maria Amato	2/2/2017	5/23/2017	Open	Michael K. Addo Dawne Daye
502942	Mitchell, Wallace v. DC, et al, 17-0326 - Claims officer told			2/2/2017	2/2/2017	Open	

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Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
	attorney that plaintiff didn't want to meet with him.	Prisoner Complaint Common Law	Maria Amato				Michael K. Addo Dawne Daye
503082	D.C.Department of Corrections v. D.C. DOES and Freddie Jones, DCCA No. 16-AA-1193, 17-AA-0707			2/3/2017	5/8/2017	Pending	Eugenia Newby James McKay
503635	Michael S. Gorbey v. U.S. District Court, D.C. , 16-5364, 16-		Maria Amato	2/10/2017	2/10/2017	Open	
503903	Jenkins, Curtis v DC, et al, 17-1757 - Guards at Jail failed to secure his personal belongings that were stolen while he was put in special secured housing unit	Prisoner Complaint Common Law	Maria Amato	2/13/2017	2/13/2017	Open	Michael K. Addo Dawne Daye
505099	Mitchell, Wallace v DC, et al, 17-0635 - Small Claims suit because inmate was forced to attend suicide prevention program and told he would have to save another inmate from suicide		Maria Amato	2/28/2017	2/28/2017	Open	Michael K. Addo Dawne Daye
505093	Mitchell, Wallace v. DC, 17-0640	Prisoner Complaint Common Law	Maria Amato	2/28/2017	2/28/2017	Open	Dawne Daye Michael K. Addo
505102	Jones, Richard v. DC, 16-2405	Prisoner Complaint Common Law Prisoner Complaint Civil Rights	Maria Amato	2/28/2017	2/28/2017	Open	Robin Massengale Toni Michelle Jackson
507989	Mitchell, Wallace G. v Cpl. Joseph Hill, et al 16-4718- Claims he was given food with soy products to poison him.		Maria Amato	4/3/2017	4/3/2017	Open	Dawne Daye Michael K. Addo
508344	Mitchell, Wallace v. DC, et al			4/7/2017	4/7/2017	Open	

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Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
	17-2290 - FOIA - Mitchell wanted the agency's case management program statement.	Miscellaneous Cause of Action	Maria Amato				Nekira Adams Michael K. Addo
509079	Mitchell, Wallace v DC, et al, 17-1796 - Pro se inmate claims sexual harassment by guards while showering.	Prisoner Complaint Common Law	Maria Amato	4/18/2017	4/18/2017	Open	Dawne Daye Michael K. Addo
511398	Ware, Constance v. Department of Corrections, CRB No. _____, AHD No. PBL 96-083F, DCP No. 0468-WC-90-0500001 & 761032-0001-1999-0003	Disability Compensation	Maria Amato	5/15/2017	5/15/2017	Open	Rahsaan J. Dickerson Andrea G. Comentale
512095	Mitchell, Wallace v. Lennard Johnson, 17-0764 [federal habeas]	Prisoner Complaint Common Law	Maria Amato	5/23/2017	5/23/2017	Open	Terri L. Wright Michael K. Addo Benjamin Bryant
512379	Mitchell, Wallace v. DC, et al, 17-2395 - Inmate claims CO stole his photograph.	Miscellaneous Cause of Action	Maria Amato	5/26/2017	5/26/2017	Open	Glenn Marrow Dawne Daye
513409	Bryant, Deborah Jean v. Department of Corrections, OHR Docket No. 90-276, OAH Case No. 2017-OHR-00001	Discrimination	Maria Amato	6/6/2017	6/6/2017	Open	Andrea G. Comentale Frank McDougald
515394	Mitchell, Wallace v. Cicily Harrington, et al, 17-3180	Miscellaneous Cause of Action	Maria Amato	6/30/2017	6/30/2017	Open	Glenn Marrow Dawne Daye Michael K. Addo
515395	Mitchell, Wallace v. DC Jail, et al, 17-3176 - inmate small claim		Maria Amato	6/30/2017	6/30/2017	Open	Dawne Daye Michael K. Addo Glenn Marrow
515414	Mitchell, Wallace v. DC, et al,			6/30/2017	6/30/2017	Open	

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Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
	17-3178	Prisoner Complaint Common Law	Maria Amato				Dawne Daye Glenn Marrow
516322	Mitchell, Wallace v. Bobby Allen, Sukithia Robinson, Marion Boyd Marion Boyd, District of Columbia 17-3340-claims correctional officers falsely wrote on his court mail tht he was refusing to accept the mail.			7/12/2017	7/12/2017	Open	Michael K. Addo
516321	Mitchell, Wallace v. Lt Alvin Henry, Sgt. Onyide Ezurike, Sgt. James Williams Jr. 17-3341-inmate claims guards refused to properly feed him meals that meet his diet requirements			7/12/2017	7/12/2017	Open	Dawne Daye Michael K. Addo
516318	Fulford-Cuthbertson, Kenya, Tonia Adams, Matthew Coates, Jalonda Phillips-Armstead v. OEA, 2017 CA 4669 P(MPA)-terminated employee petition for review of OEA, decision upholding their termination for collecting unemployment benefits while employed with DOC.	Rule 1 Appeal		7/12/2017	7/12/2017	Open	Janea J. Hawkins Andrea G. Comentale
517454	Jones, Freddie v. Department of Corrections (Atty Fees), AHD No. PBL 09-28D, DCP No. 0468-WC-84-0500015	Disability Compensation	Maria Amato	7/23/2017	7/23/2017	Open	Frank McDougald Andrea G. Comentale
517647	Thomas, Damon #17-3764		Terrance Ryan	7/25/2017	7/25/2017	Open	Akeem Earle Michael K. Addo Marjorie Thomas
517650	Hazelwood, John #17-3767			7/25/2017	7/25/2017	Open	Glenn Marrow

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Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
							Steve J. Anderson
519192	Green, James v. Department of Corrections, CRB No. 17-062, AHD No. PBL 10-043B, DCP No. 30080837039-0001	Disability Compensation	Maria Amato	8/14/2017	8/14/2017	Open	Andrea G. Comentale Frank McDougald
519744	Mitchell, Wallace v. Lennard Johnson, et al. 16-8589		Maria Amato	8/22/2017	8/22/2017	Open	Benjamin Bryant Michael K. Addo
519834	Mitchell, Wallace v. Lt. Henry Ndifor et al 17-1574		Maria Amato	8/23/2017	8/23/2017	Open	Benjamin Bryant Michael K. Addo
520377	Thelma Ann Fenwick Personal Representative Estate of Lloyd Terrell Fenwick 17-5156-claims brought on behalf of a now deceased former inmate-		Maria Amato	8/30/2017	8/30/2017	Open	Anita Hart Rahsaan J. Dickerson Patricia A. Oxendine
520809	Lewis, Robert (Subpoena) 2017CMD4976-subpoena for manuals/standard operating procedures on the use of force or mace		Maria Amato	9/6/2017	9/6/2017	Open	Sarah L. Knapp
520805	Waters, Anthony v. William J. Smith, et al 17-4090-Inmate claims finger was nearly cut off but doesn't state the specifics		Maria Amato	9/6/2017	9/6/2017	Open	Glenn Marrow Dawne Daye
520810	Lewis, Robert ( Supboena) 2017CMD4976-subpoena for disciplinary records involving seven officers.		Maria Amato	9/6/2017	9/6/2017	Open	Sarah L. Knapp
520808	Wells, Dontay (Subpoena) 2016CFI004795		Maria Amato	9/6/2017	9/6/2017	Open	Sarah L. Knapp

## CLD All DOC Pending Cases in FY17

[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility') and (Status Date between 10/1/16 and 09/30/17and status <>'closed')]

Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
521685	Jones, Freddie v. Department of Corrections, CRB No. 17-089, AHD No. PBL 09-028D, DCP No. 0468-WC-84-0500015	Disability Compensation	Maria Amato	9/18/2017	9/18/2017	Open	Frank McDougald Andrea G. Comentale
522075	Jones, Freddie v. Department of Corrections, CRB No. 17-094, OHA No. PBL 09-028C, DCP No. 0468-WC-84-0500015	Disability Compensation	Maria Amato	9/23/2017	9/23/2017	Open	Andrea G. Comentale Frank McDougald

**Total: 55**

## CLD DOC Pending Cases in FY18 to date

[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility') and (Status Date between 10/1/17 and now and status <>'closed')]

Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
483637	Mitchell, Wallace G- 2016-SC3-0605- Denial of water and onsite medical treatment			6/17/2016	11/17/2017	Open	Dawne Daye
	Mitchell, Wallace 2016-4893		Maria Amato	11/30/2016	11/3/2017	Open	George Valentine Dawne Daye
499064	Davis, Michael v. DC, et al, 16-5176 - Personal injury in sitting down	Prisoner Complaint Common Law Prisoner Complaint Common Law	Maria Amato	12/8/2016	10/12/2017	Open	Jonathan H. Pittman Dawne Daye
522920	United States v. Clarence Green 17CF2 20848 ( Subpoena)- for personnel files and records reflecting on the honesty credibilty of named correctiional officer ( Officer Otis)		Maria Amato	10/3/2017	10/3/2017	Open	Michael K. Addo
523080	Savage, Tony v. Office of Human Rights, 2017 CA 6493 P(MPA)	Rule 1 Appeal	Maria Amato	10/5/2017	10/5/2017	Open	Frank McDougald Andrea G. Comentale
524684	Mitchell, Wallace v. Lennard Johnson 17sc2407-claim water damage is going structural problems in the Jial		Maria Amato	10/23/2017	10/23/2017	Open	Glenn Marrow Dawne Daye
524677	Mitchell, Wallace v. Cpt. John Long 16sc005041-claim DOC employees are stealing his laundry		Maria Amato	10/23/2017	10/23/2017	Open	Michael K. Addo Dawne Daye
524831	Mitchell, Wallace Gv. 16-4430 Lynette Moore, Tina Mosley, Benjamin Olubasusi, Melisa Davis, Chidozie Uwalaka, R. Ware, Food Manager-claim that DOC did not fed the inmate and that it ran out of			10/25/2017	10/25/2017	Open	

## CLD DOC Pending Cases in FY18 to date

[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility') and (Status Date between 10/1/17 and now and status <>'closed')]

Matter ID	Matter Description	Category	Contact	Opened Date	Status Date	Status	Assigned Professionals
	meat substitutes		Maria Amato				Glenn Marrow Dawne Daye
526766	Carter, John v. Office of Risk Management, 2017 CA 7251 P(MPA)	Rule 1 Appeal	Michael Krainak	11/17/2017	11/17/2017	Open	Jhumur Razzaque Andrea G. Comentale
527966	D.C.Department of Corrections v. D.C. DOES and Freddie Jones, DCCA No. 17-AA-1232			12/4/2017	12/4/2017	Open	Stacy L. Anderson
529175	Williams, Tyeast v. Department of Corrections, 2017 CA 1997 P(MPA)	Rule 1 Appeal	Maria Amato	12/20/2017	12/20/2017	Open	Andrea G. Comentale Janea J. Hawkins
530050	Jenkins, Tyrone v. District of Columbia and Quincy L. Booth 17-2730-retaliation for protective activity under Title VII and DC HRA ( refusal to rehire)		Maria Amato	1/4/2018	1/4/2018	Open	Sarah L. Knapp
530350	Miller, Julius Wayne v. District of Columbia, US Parole Commission, DOC 17-1619-challenge to parole violation revocation warrant-issued by US. Plaintiff is being held at the DOC Jail. D		Maria Amato	1/10/2018	1/10/2018	Open	Patricia A. Oxendine

**Total: 13**



## **CLD DOC Cases with Disposition Date in FY17**

[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC', 'D.O.C.') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility')] and [(disposition Date between 10/1/16 and 09/30/17) and disposition value > 0]

<b>Matter ID</b>	<b>Matter Description</b>	<b>Adverse Party Name</b>	<b><u>Opened Date</u></b>	<b><u>Assigned Attorney</u></b>	<b>Status</b>	<b><u>Disposition Outcome</u></b>	<b><u>Disposition Date</u></b>	<b><u>Disposition Value</u></b>
403551	Doe, Jane v. DC, 13-0878 (D.D.C.) - Transgender detainee was allegedly improperly housed with a male inmate and sexually assaulted. Common law and federal civil rights claims.		9/24/2013	Aaron Finkhousen ,Martha J. Mullen	Closed			
						Settled	11/14/2016	325,000.00
407953	Brokenborough, Lisa, 13-1757, Zenaida Massey, Michelle Murray, Beverly Richardson, Charnita Thomas, and Joyce W. Bridges - 13-1757		11/22/2013	Chad Naso	Closed			
						Settled	4/8/2015	25,000.00
						Settled	6/10/2015	20,000.00
						Settled	7/10/2015	160,000.00
						Settled	8/11/2015	350.00
						Settled	10/1/2015	25,000.00
						Settled	11/5/2015	41,618.31
						Settled	6/30/2016	25,179.19
						Settled	9/28/2016	10,854.82
						Settled	12/2/2016	5,601.50
						Settled	6/1/2017	110,000.00
						Settled	6/2/2017	230,000.00
						Settled	7/5/2017	8,407.23
446915	Nowlin, Dwayne Anthony v. DC, 15-1362 - Civil		3/11/2015		Closed			

## **CLD DOC Cases with Disposition Date in FY17**

[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC', 'D.O.C.') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility')]] and [(disposition Date between 10/1/16 and 09/30/17) and disposition value > 0]

<b>Matter ID</b>	<b>Matter Description</b>	<b>Adverse Party Name</b>	<b><u>Opened Date</u></b>	<b>Assigned Attorney</b>	<b>Status</b>	<b><u>Disposition Outcome</u></b>	<b><u>Disposition Date</u></b>	<b><u>Disposition Value</u></b>
	rights/common law torts alleged by inmate from alleged excessive force by prison correctional officers.			Alicia Cullen,Kerslyn D. Featherstone,Safie Da Costa Soares		Settled	3/15/2017	20,000.00
447814	Riley, Theodore v. DC, 15-1671 - Negligence - DC Jail inmate stabbing (no federal claims).		3/20/2015	Alicia Cullen,Charles Coughlin	Closed	Settled	5/11/2017	15,000.00
468473	Hammond Sr, Andrae v. DC Department of Correction 15-9730- inmate at Jail claims injury from tv failling over and hitting inmate and in a separate incident inmate slipping on water that allegedly was on the floor of the facility		12/23/2015	David Jackson	Closed	Settled	8/29/2017	5,000.00
469589	Jones, Andrew v. DC, 16-0007 - Federal claims for plaintiff's alleged over-detention and improper strip searches not based on probable cause.		1/13/2016		Closed	Settled	1/30/2017	325,000.00

**Total Number of Cases: 6**

## **CLD DOC Cases with Disposition Date in FY18 to Date**

[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC', 'D.O.C.') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility')] and [(disposition Date from 10/1/17 to now) and disposition value > 0]

<b>Matter ID</b>	<b>Matter Description</b>	<b>Adverse Party Name</b>	<b><u>Opened Date</u></b>	<b><u>Assigned Attorney</u></b>	<b>Status</b>	<b><u>Disposition Outcome</u></b>	<b><u>Disposition Date</u></b>	<b><u>Disposition Value</u></b>
407237	Lisa Brokenborough et al. v, District of Columbia, et al. 1:13-cv-1757 (Judge Kollar-Kotelly) - Sexual harassment against female employees.		11/13/2013	Amanda Montee	Closed			
						Settled	2/24/2015	20,001.00
						Settled	3/11/2015	5,000.00
						Settled	5/13/2015	15,380,350.00
						Settled	11/17/2017	11,633.00
473084	Jackson, Pernell C. v. DC, 15-10117 - Negligence - inmate on inmate stabbing.		2/26/2016	David Jackson,Alicia Cullen	Closed			
						Settled	10/4/2017	125,000.00
473384	Bacchus, Nathaniel, et al v. DC, 16-1241 (SC) - Negligence-failure to supervise inmates - inmate on inmate assault outside courthouse.		2/29/2016	Philip Medley	Closed			
						Settled	10/18/2017	7,000.00
						Settled	10/18/2017	15,000.00
482525	Moghalu, Stanley v DC, 16-3680 (SC) - Inmate placed in section of jail with members of gang despite separation order to keep him separated from the gang.		6/6/2016	Portia M. Roundtree	Open			
						Settled	10/3/2017	25,000.00

## **CLD DOC Cases with Disposition Date in FY18 to Date**











[(Area of Law contains 'Civil litigation', 'Appeal', 'labor') and (Client Sort contains 'Correct', 'DOC', 'D.O.C.') and not (Client Sort contains 'Corrections Corporation of America', 'Corrections Information Council', 'Correctional Facility')] and [(disposition Date from 10/1/17 to now) and disposition value > 0]

<b>Matter ID</b>	<b>Matter Description</b>	<b>Adverse Party Name</b>	<b><u>Opened Date</u></b>	<b><u>Assigned Attorney</u></b>	<b><u>Status</u></b>	<b><u>Disposition Outcome</u></b>	<b><u>Disposition Date</u></b>	<b><u>Disposition Value</u></b>
514031	Britton, DAndre v. DC, 17-3984 - Common-law claims by inmate who claims excessive force by correctional officer.		6/13/2017	Safie Da Costa Soares,Kerslyn D. Featherstone	Closed			
						Settled	1/18/2018	100,000.00

**Total Number of Cases: 5**

## ▼ 2018 Objectives

### Strategic Objectives

Full Report   Grid Edit   Email   More ▼ 5 Objectives				
	▼ Objective Number	Strategic Objective	# of Measures	# of Operations
 	1	Upgrade Workforce to Better Serve District's Public Safety Needs.	2	1
 	2	Foster Environment That Promotes Safety for Inmates, Staff, Visitors and the Community-at-Large.	8	9
 	3	Improve Inmate Education, Job Skill Levels, and Facilitate Successful Community Re-integration.	6	3
 	4	Maintain/Improve Inmate Physical and Mental Health to Support Successful Community ReEntry.	2	1
 	5	Create and maintain a highly efficient, transparent and responsive District government. **	11	5
TOT			29	19

[Add Strategic Objective](#)

## ▼ 2018 Key Performance Indicators

### Key Performance Indicators

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Measure	New Measure/ Benchmark Year	Directionality	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2018 Quarter 1
1 - Upgrade Workforce to Better Serve District's Public Safety Needs. (2 Measures)											


## 2018 Key Performance Indicators

### Key Performance Indicators

Full Report | Grid Edit | Email | More ▼ 20 Measures

Measure	New Measure/ Benchmark Year	Directionality	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2018 Quarter 1
<b>1 - Upgrade Workforce to Better Serve District's Public Safety Needs. (2 Measures)</b>											
Percent of DOC FTE Compliant with In-Service Training Requirements	✓	Up is Better	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure	92.9%
Percent of DOC FTE Completing Specialized Training	✓	Up is Better	Not available	Not available	Not available	Not available	New Measure	New Measure	New Measure	New Measure	Annual Measure
<b>2 - Foster Environment That Promotes Safety for Inmates, Staff, Visitors and the Community-at-Large. (8 Measures)</b>											
Percent of Disciplinary Reports Adjudicated as Charged	<input type="checkbox"/>	Up is Better	85%	80%	50%	60%	65.5%	70%	64%	70%	65.9%
Percent of Inmate on Staff Assaults Resulting in Requests for Criminal Prosecution Annually	<input type="checkbox"/>	Up is Better	77%	65%	76%	65%	70.1%	65%	66.7%	67.5%	Annual Measure
Percent of Contraband Seizures Resulting in Requests for Criminal Prosecution Annually	<input type="checkbox"/>	Up is Better	47%	40%	73%	40%	81.8%	45%	73.9%	75%	Annual Measure
Delayed Release Rate	<input type="checkbox"/>	Down is Better	Not available	0.3%	0.1%	0.1%	0%	0.1%	0%	0.1%	0%
Erroneous Release Rate	<input type="checkbox"/>	Down is Better	Not available	0.1%	0%	0%	0%	0%	0%	0%	0%
Percent of inmates served by video-visitation program (CDF)	<input type="checkbox"/>	Up is Better	49.7%	50%	54%	50%	54.2%	50%	51.9%	50%	49%
Inmate on Inmate Assault Rate per 10,000 Inmate-Days	<input type="checkbox"/>	Down is Better	1.2	1.2	1.1	1.2	1.3	1.1	3.8	1.1	3.5
Inmate on Staff Assault Rate per 10,000 Inmate-Days	<input type="checkbox"/>	Down is Better	0.4	0.8	0.2	0.3	1.3	0.3	1.9	0.3	1.6
<b>3 - Improve Inmate Education, Job Skill Levels, and Facilitate Successful Community Re-Integration. (6 Measures)</b>											
Number of Unresolved Inmate Grievances Outstanding More Than 30 Days	<input type="checkbox"/>	Down is Better	266	200	11	15	3	15	0	15	7
Percent of Inmates Who Passed GED Exams	<input type="checkbox"/>	Up is Better	62.5%	60%	33%	40%	8.7%	50%	17.4%	50%	No applicable incidents
Re-Entry Program Effectiveness (Percent Reduction in 12-month Reincarceration Rate Compared to That for Misdemeanants)	✓	Up is Better	Not available	Not available	Not available	Not available	Not Available	New Measure	37.6%	15%	Annual Measure
Residential Substance Abuse Treatment (RSAT) Program Effectiveness (Percent Reduction in 12-month Reincarceration Rate Compared to That for DOC Inmates)	✓	Up is Better	Not available	Not available	Not available	Not available	Not Available	New Measure	38.8%	40%	Annual Measure
Inmates Served by Re-entry Program Annually	<input type="checkbox"/>	Up is Better	191	180	158	180	438	300	735	300	193
Inmates Served by Residential Substance Abuse Treatment (RSAT) Annually	<input type="checkbox"/>	Up is Better	293	180	339	300	328	300	543	300	195
<b>4 - Maintain/Improve Inmate Physical and Mental Health to Support Successful Community ReEntry. (2 Measures)</b>											
Percent of inmates released to community with required medications	<input type="checkbox"/>	Up is Better	90.9%	90%	90.6%	90%	94.8%	90%	96.5%	90%	100%
Inmate Pharmaceutical Expenditure Variance	<input type="checkbox"/>	Down is Better	14%	10%	24%	15%	28.4%	15%	28.4%	15%	28.1%

#### 4 - Maintain/Improve Inmate Physical and Mental Health to Support Successful Community ReEntry. (2 Measures)

 	Percent of inmates released to community with required medications	<input type="checkbox"/>	Up is Better	90.9%	90%	90.6%	90%	94.8%	90%	96.5%	90%	100%
 	Inmate Pharmaceuticals Expenditure Variance	<input type="checkbox"/>	Down is Better	14%	10%	24%	15%	38.4%	15%	28.4%	15%	28.1%

#### 5 - Create and maintain a highly efficient, transparent and responsive District government. \*\* (2 Measures)

 	Percent of Priority 1 Maintenance and Repair Requests Completed within 8 Hours	<input type="checkbox"/>	Up is Better	71.6%	80%	91.6%	85%	79.1%	87%	54.3%	87%	94.3%
 	Federal Revenue Reimbursement Rate	<input type="checkbox"/>	Up is Better	94.3%	85%	98.1%	95%	99.2%	95%	99.9%	95%	89.8%

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

## ▼ 2018 Operations

Operations





















Full Report

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19 Activities

	Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Upgrade Workforce to Better Serve District's Public Safety Needs. (1 Activity)						
 	HUMAN RESOURCES MANAGEMENT	Personnel Services	Human resources management, EEO and diversity management, and training ensure that DOC operates with an adequately staffed, well trained, and diverse workforce. The goal is to support a work-force well capable of providing service delivery for a city-within-a-city that strives to be a benchmark corrections agency.	Daily Service	3	2
TOT					3	2
2 - Foster Environment That Promotes Safety for Inmates, Staff, Visitors and the Community-at-Large. (9 Activities)						
 	INMATE WORK SQUADS	Inmate Work Release Programs	DOC provides opportunities for inmates to serve in community work-squads that provide services such as landscaping for other government agencies such as DGS.	Daily Service	2	0
 	COMMUNITY CORRECTIONS	Community Corrections Administration	Provides oversight of inmates placed in privately operated 100% PREA compliant community halfway houses in bed-spaces under contract with DOC. Conducts electronic monitoring where required as a condition of placement. Processes documents for abscond and halfway house escape notifications and subsequent apprehension.	Daily Service	2	0
 	INSTITUTIONAL SECURITY AND CONTROL	Facility Security	Facility areas not occupied by inmates 100% of the time also require supervision to ensure safety, security and order for DOC's city within a city. Facility security operations include the command center, relief pool, emergency response team, canine support, key and tool control, rules and discipline, and movement control.	Daily Service	2	0
 	INSTITUTIONAL SECURITY AND CONTROL	Central Cell Block Operations	DOC uniformed staff execute 24x7x365 operations of the Central Cell Block, which houses arrestees charged with non-citationable offenses prior to arraignment at court. On-site triage and clinical services and meals are provided. They ensure safe, secure and orderly operations.	Daily Service	2	0
 	INSTITUTIONAL SECURITY AND CONTROL	Inmate Records	Inmate records receives, processes, records, files and archives all legal records for inmates committed to DOC custody. Inmate records computes official release dates associated with all misdemeanor sentences under District code, jail credits, and good time credits.	Daily Service	2	0
 	INSTITUTIONAL SECURITY AND CONTROL	Housing Unit Supervision	Most of DOC's Correctional Officers provide 24x7x365 supervision of inmates ensures safety, security and order in housing units and conducting rounds according to DOC policy. They inspect cells and other areas to detect and remove contraband. Delivery of meals, commissary, linen exchanges, and mail; recreation, and out-of-cell time are supervised. This supports safe, secure and orderly operation of a humane detention environment.	Daily Service	4	0
 	SECURITY ENHANCEMENT	Correctional Surveillance Center	Correctional Surveillance Center operations monitors and reviews surveillance collected from over 650 cameras and other devices to support DOC, and responds to official requests for surveillance to support internal DOC needs as well as law enforcement and criminal justice agencies.	Daily Service	2	0
 	INSTITUTIONAL SECURITY AND CONTROL	Inmate Receiving and Discharge	DOC receives daily intakes, processes daily release transactions, and provides daily inmate transport to hearings and appointments from the Inmate Reception Center (IRC) at the CDF. Information required to maintain safe, secure, orderly and humane operating environment is recorded there. Initial health and mental health screening and Medicaid enrollment occur at the IRC. Inmate property is received, searched, and stored for 15 days (after which unclaimed property is destroyed). Initial clothing and linens are issued. Initial intake screening by Case Management is performed at the IRC.	Daily Service	4	0
 	INSTITUTIONAL SECURITY AND CONTROL	Inmate Transport	The uniformed staff in the Inmate Transportation Unit provide daily secure transport to and from courts; and, medical and other appointments for DOC inmates. They operate under contract (Inter-Governmental Agreement) with the US Marshals Service.	Daily Service	1	0
TOT					21	0





<b>TOT</b>				<b>21</b>	<b>0</b>
<b>3 - Improve Inmate Education, Job Skill Levels, and Facilitate Successful Community Re-Integration. (3 Activities)</b>					
 	ACCOUNTING OPERATIONS	Inmate Finance and Financial Assistance	These operations supported by the Office of the Chief Financial Officer (OCFO) ensure that inmates receive funds deposited by loved ones so that they can make purchases from the commissary and meet any restorations required as conditions of confinement.	Daily Service	3 0
 	INMATE PERSONAL SERVICES	Inmate Personal Services	These include laundry, commissary, mail, property, clothing and linens, and food services that support continuous operations at DOC facilities that house inmates. Many of these operations are carried out by inmates in institutional work-squads supervised by DOC Correctional Officers.	Daily Service	3 0
 	INMATE ADJUSTMENT/DEVELOPMENTAL SUPPORT	Inmate Programs and Services	DOC offers programs and services to support connections with the community and community reentry. They include education, recreation, visitation, law library, mobile library services (with DC Public Library), employment readiness unit (with DC Department of Employment Services), religious and volunteer services, women's program and services, juvenile program and services, Residential Substance Abuse Treatment (RSAT), and ReEntry services.	Daily Service	7 3
<b>TOT</b>				<b>13</b>	<b>3</b>
<b>4 - Maintain/Improve Inmate Physical and Mental Health to Support Successful Community ReEntry. (1 Activity)</b>					
 	INMATE HEALTH SERVICES	Health and Mental Health Services	Dually ACA and NCCHC accredited comprehensive health and mental health services are provided at the CDF and CTF. Medical outpost security required to provide supervision for DOC inmates and CCB arrestees requiring outpatient or inpatient care; and, takeovers for any St. Elizabeths' residents requiring hospital care and any MPD arrestee requiring over two (2) hours of care at an area hospital are provided by DOC Correctional Officers. Typically 40-50 full time employees (FTE) are required over and above the 25 FTE officially authorized for this service; the majority are required to supervise MPD arrestees.	Daily Service	5 2
<b>TOT</b>				<b>5</b>	<b>2</b>
<b>5 - Create and maintain a highly efficient, transparent and responsive District government. ** (5 Activities)</b>					
 	EXECUTIVE DIRECTION AND SUPPORT	Executive Direction and Support	The Department of Corrections is a small city within a city that operates 24x7x365. Services that support the DOC executive functions on a daily basis include legal services, federal billing, public affairs, and strategic planning and analysis.	Daily Service	2 0
 	AGENCY OPERATIONS SUPPORT	Agency Operations Support	A city-within-a-city that operates 24x7x365 to care for persons under its custody requires fleet management, procurement, contract administration and supply chain management to ensure that people are transported; materials and supplies are provided in a timely manner; and services are provided in accordance with the District's requirements, so that the DOC can deliver high quality services to those it serves.	Daily Service	4 0
 	FACILITY SERVICES	Facility Services	Ensuring a safe, secure and functional physical operating environment for over 450,000 sq. ft. of detention space in a 40 year old city-within-a-city that operates 24x7x365 requires daily facility maintenance and repair, facility inspection, construction crew escort, and environmental and sanitation services.	Daily Service	2 0
 	MANAGEMENT CONTROL	Management Control	Risk Management, Policy and Procedures, Accreditation and Compliance, Prison Rape Elimination Act Compliance, and Investigative Services together document and support agency accreditation and compliance with laws, audits, standards, and promote implementation of best practices.	Daily Service	3 1
 	TECHNOLOGY SUPPORT	Technology Support	It takes a considerable amount of technology, project management, and business process re-engineering to support the daily operations for a city-within-a-city. Together these services assess, plan, implement, and maintain DOC's communication and technology infrastructure; conduct business process assessment; and, implement approved business process re-engineering projects.	Daily Service	3 0
<b>TOT</b>				<b>14</b>	<b>1</b>
<b>TOT</b>				<b>56</b>	<b>8</b>

## Vorkload Measures





Vorkload Measures - Operations	Full Report   Grid Edit   Email   More ▼ 56 Measures									
	Measure	New Measure/ Benchmark Year	Numerator Title	Units	FY 2014	FY 2015	FY 2016	FY 2017 Actual	FY 2018 Quarter 1	
	<b>1 - Personnel Services (3 Measures)</b>									
	  Personnel Actions Processed	<input type="checkbox"/>	Number of Personnel Actions Processed	Number			Not Available	2935	321	
	  Number of Training Classes Conducted	<input type="checkbox"/>	Number of Training Classes Conducted	Number			Not Available	112	450	
	  Number Trained	<input type="checkbox"/>	Number Trained	Number			Not Available	1369	333	
	<b>2 - Central Cell Block Operations (2 Measures)</b>									









## 2 - Central Cell Block Operations (2 Measures)

  Arrestees Processed	<input type="checkbox"/>	Arrestees Processed	Number	Not Available	8034	1325
  Arrestees Served by Central Cell Block Clinic	<input type="checkbox"/>	Arrestees Served by Central Cell Block Clinic	Number	Not Available	795	156

## 2 - Community Corrections Administration (2 Measures)

  Inmates Reviewed for Placement	<input type="checkbox"/>	Number of Inmates Reviewed for Placement	Number	Not Available	254	79
  Number of Inmates Placed in Halfway Houses	<input type="checkbox"/>	Number of Inmates Placed in Halfway Houses	Number	Not Available	321	100

## 2 - Correctional Surveillance Center (2 Measures)

  External Requests Processed		Number of External Requests Processed	Number	Not Available	665	170
  Internal Requests Processed		Number of Internal Requests Processed	Number	Not Available	1121	245

## 2 - Facility Security (2 Measures)

  Contraband Seized	<input type="checkbox"/>	Units of Contraband Seized	Units	Not Available	2407	101
  Hearings Conducted	<input type="checkbox"/>	Number of Hearings Conducted	Number	1624	9776	499

## 2 - Housing Unit Supervision (4 Measures)

  Average Daily Population	<input type="checkbox"/>	Average Daily Population	Number	Not Available	7219	2029
  Median LOS in Custody	<input type="checkbox"/>	Median Length of Stay in Custody	Days	Not Available	97	46
  Percent of Inmates Charged with Violent or Dangerous Offenses	<input type="checkbox"/>	Percent of Inmates Charged with Violent or Dangerous Offenses	Percent	Not Available	29.7%	44.4%
  Hours of Overtime (OT) Required	<input type="checkbox"/>	Hours of Overtime (OT) Required	Number	Not Available	269,475	15857









































## 2 - Inmate Receiving and Discharge (4 Measures)







































  Annual Intakes	<input type="checkbox"/>	Annual Intakes	Number	11,277	11,974	Annual Measure
  Annual Releases	<input type="checkbox"/>	Annual Releases	Number	11,020	11,852	Annual Measure
  Average Daily Population for DOC	<input type="checkbox"/>	Average Daily Population	Number	1747	1999	Annual Measure
  Median Length of Stay	<input type="checkbox"/>	Median Length of Stay	Days	18	17	Annual Measure

### 2 - Inmate Records (2 Measures)

  Documents Processed		Documents Processed	Number	Not Available	68,585	1907
  Sentences Computed		Number of Sentences Computed	Number	Not Available	5907	15877

2 - Inmate Transport (1 Measure)

















<b>2 - Inmate Transport (1 Measure)</b>									
 	Hours of Service Provided by Court Transport	<input type="checkbox"/>	Hours of Service Provided by Court Transport	Number	Not Available	34,100	11406		
<b>2 - Inmate Work Release Programs (2 Measures)</b>									
 	Number of Inmates who Benefited from Work Release	<input type="checkbox"/>	Number of Inmates who Participated	Number	Not Available	162	61		
 	Dollar Value of Service Provided	<input type="checkbox"/>	Dollar Value of Service Provided	Dollars	Not Available	\$241,035	\$53192.3		
<b>3 - Inmate Finance and Financial Assistance (3 Measures)</b>									
 	Transactions Processed	<input type="checkbox"/>	Number of Transactions Processed	Number	Not Available	490,921	8394		
 	Dollar Value of Transactions Processed	<input type="checkbox"/>	Dollar Value of Transactions Processed	Dollars	Not Available	\$2,966,148.4	\$145775		
 	Number of Inmates Provided Financial Assistance	<input type="checkbox"/>	Number of Inmates Provided Financial Assistance	Number	Not Available	4496	1001		
<b>3 - Inmate Personal Services (3 Measures)</b>									
 	Meals Served	<input type="checkbox"/>	Meals Served	Number	Not Available	2,234,365	573300		
 	Number of articles of clothing issued	<input type="checkbox"/>	Number of articles of clothing issued	Number	Not Available	17,862	6252		
 	Dollars of Inmate Commissary Items Delivered	<input type="checkbox"/>	Dollars of Inmate Commissary Items Delivered	Dollars	Not Available	\$1,611,152.5	\$535562.8		
<b>3 - Inmate Programs and Services (7 Measures)</b>									
 	Inmates Served by District of Columbia Public Schools (DCPS)	<input type="checkbox"/>	Inmates served by DCPS	Number	17	15	135	115	50
 	Library Books Issued by Mobile Library	<input type="checkbox"/>	Number of Library Books Issued by Mobile Library	Number	Not Available	13,134	5865		
 	Inmates Served by Law Library	<input type="checkbox"/>	Number of Inmates Served by Law Library	Number	Not Available	4672	2493		
 	Video Visits Conducted	<input type="checkbox"/>	Number of Video Visits Conducted	Number	Not Available	42,585	12620		
 	Face-to-Face Visits Conducted	<input type="checkbox"/>	Number of Face to Face Visits Conducted	Number	Not Available	1828	501		
 	Inmates between 16 and 22 years of age served by DCPS	✓	Number of 16 - 22 year olds served by DCPS	Number	New Measure	New Measure	50		
 	Inmates over 23 years old served by DCPS	✓	Number of inmates older than 23 years served by DCPS	Number	New Measure	New Measure	No applicable incidents		
<b>4 - Health and Mental Health Services (5 Measures)</b>									
 	Hours of Overtime (OT) Required for Takeovers and Medical Outposts	<input type="checkbox"/>	Hours of Overtime	Hours	Not Available	55,393.1	18588.8		
 	Intakes with Active Diagnoses of Mental Illness	<input type="checkbox"/>	Number of Intakes with Active Diagnoses of Mental Illness	Number	Not Available	1884	339		
 	Intakes with Active Substance Abuse Disorder Diagnoses	<input type="checkbox"/>	Number of Intakes with Active Substance Abuse Disorder Diagnoses	Number	Not Available	5744	854		
 	Inmates served by Acute Mental Health Unit	<input type="checkbox"/>	Number of Inmates Served by AMHU	Number	Not Available	984	218		

4 - Health and Mental Health Services (5 Measures)							
		Hours of Overtime (OT) Required for Takeovers and Medical Outposts	<input type="checkbox"/>	Hours of Overtime	Hours	Not Available	55,393.1 18588.8
		Intakes with Active Diagnoses of Mental Illness	<input type="checkbox"/>	Number of Intakes with Active Diagnoses of Mental Illness	Number	Not Available	1884 339
		Intakes with Active Substance Abuse Disorder Diagnoses	<input type="checkbox"/>	Number of Intakes with Active Substance Abuse Disorder Diagnoses	Number	Not Available	5744 854
		Inmates served by Acute Mental Health Unit	<input type="checkbox"/>	Number of Inmates Served by AMHU	Number	Not Available	984 218
		Inmates Served by the Mental Health Step Down Unit	<input type="checkbox"/>	Number of Inmates Served by MHSDU	Number	Not Available	116 22
5 - Agency Operations Support (4 Measures)							
		Total Dollar Value of Supply Chain Managed through DOC Warehouse	<input type="checkbox"/>	Dollar Value of Supplies Managed by DOC Warehouse	Dollars	Not Available	\$5,015,789.4 \$1373805.7
		Vehicle Inspections Conducted	<input type="checkbox"/>	Vehicle Inspections Conducted	Number	Not Available	345 83
		Requisitions Submitted	<input type="checkbox"/>	Requisitions Submitted	Number	Not Available	306 113
		Procurements Processed	<input type="checkbox"/>	Number of Procurements Processed	Number	Not Available	285 108
5 - Executive Direction and Support (2 Measures)							
		FOIA Requests Processed	<input type="checkbox"/>	Number of FOIA Requests Processed	Number	Not Available	459 174
		DOC Per-Inmate Per Day Incarceration Cost	<input type="checkbox"/>	Dollars per Inmate Per Day	Dollars	\$228.4 \$218.3	Annual Measure
5 - Facility Services (2 Measures)							
		Total Workorders Recorded	<input type="checkbox"/>	Workorders Recorded	Number	Not Available	10,667 2650
		Number of Facility Inspections Conducted	<input type="checkbox"/>	Facility Inspections Conducted	Number	12,812 8062	571
5 - Management Control (3 Measures)							
		Policies and procedures reviewed and approved	<input type="checkbox"/>	Policies and Procedures Reviewed and Approved	Number	Not Available	72 33
		Background Investigations Conducted	<input type="checkbox"/>	Number of Background Investigations Conducted	Number	Not Available	161 106
		ACA Compliance Audits Conducted	<input type="checkbox"/>	ACA Compliance Audits Conducted	Number	Not Available	123 22
5 - Technology Support (3 Measures)							
		Helpdesk Requests Processed	<input type="checkbox"/>	Helpdesk Requests Processed	Number	3484 4127	1020
		Communication Devices Supported	<input type="checkbox"/>	Communication Devices Supported	Number	Not Available	907 3540
		All Other IT Devices Supported	<input type="checkbox"/>	All Other IT Devices Supported	Number	Not Available	7961 4704



## 2018 Initiatives

Strategic Initiatives

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	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update	# of Initiative Updates	Needs Initiative Update Notification
Health and Mental Health Services (2 Strategic Initiatives)						
	 <a href="#">Develop and Implement Women's Mental Health Treatment Community Unit</a>	DOC will work with its mental health services provider to plan, develop and implement a mental health treatment community housing unit providing both acute mental health and step down programming for women. This will ensure that women inmates are provided mental health programming options on par with those provided to men. This will be implemented by 09/30/2018.	09-30-2018		1	
	 <a href="#">Seek NCCHC Reaccreditation</a>	DOC will seek reaccreditation for its inmate health services through the National Commission on Correctional Health Care (NCCHC). It will successfully achieve reaccreditation by June 2018.	06-30-2018		1	
TOT					2	
Inmate Programs and Services (3 Strategic Initiatives)						
	 <a href="#">Implement Portal of Entry Pilot</a>	DOC will work with the Mayors Office on Returning Citizen's Affairs, Department of Behavioral Health, Department of Employment Services, Department of Motor Vehicles, and the Department of Human Services, as well as other partners to pilot a portal of entry to provide a single physical location to connect recently released persons to important post-release services such as housing, employment, education, health care, vital documents, and substance use/mental health aftercare. The Portal of Entry pilot will go live by 09/30/2018.	09-30-2018		1	
	 <a href="#">Implement Women's Work Readiness Programming with Department of Employment Services</a>	DOC will partner with DOES to provide work readiness programming to women so that participants are better prepared to participate productively in the workforce upon release. Participants will connect to Project Empowerment and DOES resources upon release. This will be implemented by 09/30/2018.	09-30-2018		1	
	 <a href="#">Collaborate with the University of District of Columbia and Office of the State Superintendent of Education to provide Remedial and Certification Training</a>	DOC will collaborate with the University of the District of Columbia and Office of the State Superintendent of Education to offer training that leads to professional certification, including remedial training/occupational literacy necessary for applicants to benefit from the professional certification curricula. This will be implemented by 09/30/2018.	09-30-2018		1	
TOT					3	
Management Control (1 Strategic Initiative)						
	 <a href="#">Seek ACA Accreditation</a>	DOC will seek ACA initial accreditation as a single unified correctional operation or alternatively prepare for ACA reaccreditation at CDF and initial accreditation of the CTF in October 2018, during FY 2018. DOC will achieve ACA accreditation for its detention facilities by April 30, 2019.	04-30-2019		1	
TOT					1	
Personnel Services (2 Strategic Initiatives)						
	 <a href="#">Draft Professional Development Training Curriculum</a>	Professional development training curriculum will be drafted for major job categories so that employees can continue to continuously develop the skills they need to more effectively perform their jobs and grow as professionals. This is expected to be a 2 year effort, with curricula for specialized job categories to be developed by 09/30/2018.	09-30-2018		1	
	 <a href="#">Hire Additional FTEs to Improve Agency Operations</a>	In Fiscal Year 2018, the Department of Corrections will hire 71 additional FTEs to augment their staff and improve their operations in pursuit of the agency's mission. The initiative will be completed by September 30, 2018.	09-30-2018		1	
TOT					2	
TOT					8	

## 2018 Initiative Updates

















Initiative Updates	Full Report   Grid Edit   Email   More ▾ 8 Initiative Updates									
	Strategic Initiative Title		Initiative Status Update		% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	Quarters
	Collaborate with the University of District of Columbia and Office of the State Superintendent of Education to provide Remedial and Certification Training (1 Initiative Update)									
			<a href="#">Collaborate with the University of District of Columbia and Office of the State Superintendent of Education to provide Remedial and Certification Training</a>	UDC currently offers an industry recognized certification training program in Guest Services.	0-24%	High	Incremental	Incremental progress is underway on the initiative; there is no significant measurable impact to date.		Q1



## ▼ 2018 Initiative Updates

Initiative  
Updates

[Full Report](#) | [Grid Edit](#) | [Email](#) | [More ▼](#) 8 Initiative Updates

	Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	Quarters
Collaborate with the University of District of Columbia and Office of the State Superintendent of Education to provide Remedial and Certification Training (1 Initiative Update)								
 	<a href="#">Collaborate with the University of District of Columbia and Office of the State Superintendent of Education to provide Remedial and Certification Training</a>	UDC currently offers an industry recognized certification training program in Guest Services.	0-24%	High	Incremental	Incremental progress is underway on the initiative; there is no significant measurable impact to date.		Q1
Develop and Implement Women's Mental Health Treatment Community Unit (1 Initiative Update)								
 	<a href="#">Develop and Implement Women's Mental Health Treatment Community Unit</a>	This initiative is currently in the planning stage.	0-24%		None	None at this time.		Q1
Draft Professional Development Training Curriculum (1 Initiative Update)								
 	<a href="#">Draft Professional Development Training Curriculum</a>	Curriculum Development underway	0-24%	High	Incremental	Incremental progress is underway on the initiative; There is no significant impact to date.		Q1
Hire Additional FTEs to Improve Agency Operations (1 Initiative Update)								
 	<a href="#">Hire Additional FTEs to Improve Agency Operations</a>	DOC has 46 new hires to date.	50-74%	High	Incremental	We are 64.7% to our goal of 71 new hires by September 30, 2018.		Q1
Implement Portal of Entry Pilot (1 Initiative Update)								
 	<a href="#">Implement Portal of Entry Pilot</a>	DOC received FY18 funding for the Portal of Entry. A program manager and support staff have been hired. Planning for implementation, including policies and procedures is underway.	0-24%	High	None	The Portal pilot has not yet been implemented so it is not yet possible to measure impact.		Q1
Implement Women's Work Readiness Programming with Department of Employment Services (1 Initiative Update)								
 	<a href="#">Implement Women's Work Readiness Programming with Department of Employment Services</a>	This Initiative is in the planning stages.	0-24%		None	The initiative has not yet been implemented.		Q1
Seek ACA Accreditation (1 Initiative Update)								
 	<a href="#">Seek ACA Accreditation</a>	CDF ACA files for 2016 are 100% and for 2017 are 98% complete; CDF ACA files for 2017/2018 are 10% complete. OAC continues to build files and conduct audits in both facilities. DOC is on track in its preparation for the pre-accreditation audit later this year.	0-24%	High	Incremental	The initiative is on track, and incremental progress is as expected.		Q1
Seek NCCHC Reaccreditation (1 Initiative Update)								
 	<a href="#">Seek NCCHC Reaccreditation</a>	A site visit is scheduled with reaccreditation results expected to be available in May 2018.	0-24%	High	Incremental	Incremental progress is underway on the initiative; the initiative is on-track to be completed on time.		Q1

## ▼ Administrative Information

FY Performance Plan Department of Corrections FY2018 Record ID# 507

Performance Plan ID 381

**WORKING CONDITIONS**  
**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**DISTRICT OF COLUMBIA GOVERNMENT**  
**DEPARTMENT OF CORRECTIONS**  
**AND**  
**FRATERNAL ORDER OF POLICE –**  
**DEPARTMENT OF CORRECTIONS LABOR**  
**COMMITTEE**

**Effective FY 2016 through FY 2019**

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## **PREAMBLE**

### **Section A**

This Collective Bargaining Agreement (Agreement or CBA) is entered into between the District of Columbia Department of Corrections (Employer, Agency, Management or Agency) and the Fraternal Order of Police Department of Corrections Labor Committee (Union) hereinafter referred to jointly as "the Parties."

### **Section B:**

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

### **Section C:**

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

### **Section D:**

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

## **ARTICLE 1:                    RECOGNITION**

### **Section A:**

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

#### **UNIT:**

"All employees of the D.C. Department of Corrections excluding managerial employees, confidential employees, supervisors, temporary employees,



physicians, dentist and podiatrist, institutional residents (inmates) employed by the Agency, or any employees employed in personnel work in other than a purely clerical capacity and employees engaged in administering provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978."

PERB Certification No. 73 (Jan 12, 1994).

## **ARTICLE 2: MANAGEMENT RIGHTS**

### **Section A:**

The Agency and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Code § 1-617.08, provides that the Agency shall retain the sole right, in accordance with applicable laws and rules and regulations.

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

### **Section B:**

All matters shall be deemed negotiable except those that are proscribed herein and by D.C. law. Negotiations concerning compensation are authorized to the extent provided in D.C. Code § 1-617.16.

### **Section C:**

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

## **ARTICLE 3: EMPLOYEE RIGHTS**

### **Section A:**

The Agency and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Code § 1-617.06 (a), provides that all employees shall have the right:

1. To organize a labor organization free from interference, restraint, or coercion;
2. To form, join, or assist any labor organization or to refrain from such activity;
3. To bargain collectively through representatives of their own choosing as provided in D.C. Code § 1-617; and
4. To refrain from any or all such activities under paragraphs (1), (2), and (3) of this section, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Code § 1-617.11. However, an individual's right or status as an employee will not be affected because of membership or non-membership in the Union.

### **Section B:**

The Agency and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Code § 1-617.06 (b), provides that:

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

relevant either to the interpretation of the collective bargaining agreement or to the adjustment of other grievances.

**Section C:**

The Agency and the Union agree that employees have the right to participate in the management of the Union or act as a representative of the Union in the absence of any conflict.

**Section D:**

1. The terms of this Agreement do not preclude any employee from bringing matters of personal concern to the attention of the appropriate officials in accordance with applicable laws, regulations and procedures.
2. The Union's role shall not be restricted in representing bargaining unit employees in their day-to-day labor-management relations as outlined by law, the Hatch Act, and Federal Labor Relations Authority decisions. Union officials represent the bargaining unit in their official capacity (e.g., providing interviews with the print or broadcast media, placing advertisements in newspapers, appearing on public talk shows and radio stations and speaking at conferences and conventions) without fear of reprisal from DOC.
3. The employee's right to open speech as a citizen addressing matters of public concern related to the Agency will be in accordance with the following:
  - a. No employee shall act as an official spokesperson for the DOC without the authorization of the Director through the Public Information Officer;
  - b. Employees are prohibited from releasing undisclosed Agency-related information to the public;
  - c. Employees approached by the media for an interview that has any bearing on DOC shall notify the PIO for appropriate review and authorization;
  - d. If the interview is of a private matter, it should not take place during official duty hours, while the employee is in uniform or on DOC property. In a private interview, reference to an employee's DOC affiliation is prohibited if it is presented in a manner that would lead a person to reasonably believe that the employee's statements or opinion are not of a private nature but those representing the DOC;

- e. Unless the Director so authorizes, employees who testify before a legislative committee, the courts or any other administrative or judicial body, shall not purport to speak on behalf of the Agency, shall not wear the DOC uniform, and shall not testify during the employee's tour of duty; and
  - f. Information provided to the media by a designated Agency spokesperson or employee shall not endanger or jeopardize investigative efforts of the DOC or other law enforcement agencies in cooperation with the Agency.
4. Any employee compelled to offer work-related testimony shall not suffer retaliation or intimidation. This section does not modify or diminish management's right to promulgate reasonable rules and regulations requiring that any such opinions be clearly disassociated from the Agency and its policies.

#### **Section E:**

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

#### **Section F:**

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

#### **Section G:**

The Employer shall not take any action against any bargaining unit employees in reprisal for exercising any right under this Agreement. This section does not modify or diminish management's rights to take personnel actions under D.C. Code § 1-617.08, other applicable regulations, laws, and Agency orders, and other relevant articles in this Agreement.

### **ARTICLE 4: UNION SECURITY AND DUES DEDUCTIONS**

#### **Section A:**

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

**Section B:**

Pursuant to D.C. Official Code § 1-617.07, the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under Hudson v. Chicago Teachers Union Local No. 1, 743 F.2d 1187, 1191, aff'd 475 U.S. 292 (1986)(7th Cir. 1984) (Hudson), and related cases. The dues check-off authorization may be cancelled by the employee at any time during the duration of the contract. The Union shall provide a copy of its Hudson plan to the Employer, within one month of the effective date of this Agreement.

**Section C:**

The employee's authorization shall be forwarded to the Office of Labor Relations and Collective Bargaining (OLRCB) on the D.C. Form 277, or other appropriate process.

**Section D:**

The Union dues shall be transmitted to the Union, minus a fee of \$1.25 for the administrative costs associated with the collection of said dues pursuant to executed dues check off authorizations.

**Section E:**

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fees shall pay reasonable costs incurred by the Union in representing such employees in grievance, adverse action or appeal proceedings in accordance with the provisions of the Comprehensive Merit Personnel Act (CMPA).

**Section F:**

The Employer and the District Government as a whole shall be indemnified and/or otherwise held harmless for any errors or omissions in the administration of this Article.

**Section G:**

The service fee applicable to non-union members shall be equal to the pro rata amount of dues based on the percentage of expenditures for chargeable activities under an annual audit completed by a certified public accountant. Should the Union's annual Hudson plan result in any challenges or objections, such challenges or objections shall be resolved through arbitration. The arbitration decision and award shall establish the amount of service fees for non-members.

#### **Section H:**

Following the employees' annual receipt of information required under Hudson and related cases, including the Union's audit performed by an independent certified public accountant, the Union shall submit any changes, including changes to the service fee amount, to the OLRCB which shall ensure that any changes are implemented within a reasonable time after receipt of such notice. Non-members shall indicate their payment of a fee equivalent to full union dues or the reduced Hudson fee, which will be equivalent to those chargeable fees determined through the appropriate procedure.

#### **Section I:**

Payment of dues or service fees shall not be a condition of employment.

#### **Section J:**

All service fees deducted after the effective date of this agreement will be pursuant to a valid Hudson plan that will be presented to OLRCB before service fees will continue or begin. If the Hudson plan is not submitted as required, then all service fees will be placed in escrow until the Hudson plan requirement is satisfied.

#### **Section K:**

When the Union notifies OLRCB of an increase in the dues and/or service fees to be withheld from the pay of unit members, such notice must identify the authority in the Constitution or Bylaws that support the increase and a statement that all procedures prerequisite to the increase were followed.

### **ARTICLE 5: UNION-MANAGEMENT MEETINGS**

#### **Section A:**

1. It is agreed that Management, including the Director and the Union's Executive Board shall meet every month or as otherwise agreed to by the Parties to further labor-management cooperation as a standing Labor-Management Committee. Both Parties shall each designate no more than seven (7) employee members of the DOC to serve on this committee. Labor Management Committee meetings shall be distinguished from the Union's monthly meetings with the Warden of the D.C. Jail. (See Section C of this Article.) Meetings between the Union and the Warden of the jail shall be considered Operational Committee meetings of the Labor Management Committee. Membership in Operational Committee is not required for membership in the Executive Labor Management Committee.

2. If a designated member cannot attend, the parties shall notify each other at least one (1) day in advance of any scheduled Committee meeting if an alternate employee will attend in the absence of the designated member. The members of the standing Labor-Management Committee appointed by the Union shall be granted official time to attend the Labor Management Committee and Operational Committee meetings when such meetings occur during the regular working hours of the employees.

#### **Section B:**

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

#### **Section C:**

The Warden, along with no more than seven (7) designated staff representatives will meet monthly with no more than seven (7) Union employee representatives as a standing Operational Labor-Management Committee to discuss and review common interests for promoting labor-management cooperation at the institutional level addressing issues specific to the D.C. Jail and any other operational facilities or operational functions of the Agency falling under the Warden's purview. Other meetings may be held when the need arises upon mutual agreement of the parties. Issues pertaining to the D.C. Jail and any other operational facilities or functions of the Agency falling under the Warden's purview shall be addressed first at the Operational Committee level with the Warden prior to being raised with the Director at the Executive Labor Management Committee, time permitting. If resolution is not possible after meeting with the Warden, then the matter may be addressed at the Executive Labor Management Committee with the Director. Other meetings of the Committee may be scheduled as the need arises upon mutual agreement of the parties and reasonable notice, and the parties will make allowances for emergency meetings when warranted.

#### **Section D:**

For both Labor-Management Committee and the Labor Management Operational Committee meetings, the Parties agree to exchange agendas of topics to be discussed at least five (5) days in advance of the date set for the meetings. If unusual circumstances or timeliness of events do not allow for discussion of items on the agenda submitted in advance of the meeting, the issues thus presented might either be discussed by both parties or tabled for later discussion by either Party.



**Section E:**

The parties will take their own minutes/notes of the Executive and Operational Labor Management Committee meetings. The parties will exchange copies of the minutes within five (5) working days before the next Labor Management Committee meeting and the parties will address any discrepancies/inconsistencies at the next Labor-Management Committee meeting.

**Section F:**

All union and management designated members and alternates on the Labor Management Committee and Operational Committee must be active DOC employees.

**Section G:**

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

**ARTICLE 6      EQUAL EMPLOYMENT OPPORTUNITY**

**Section A: General Provisions:**

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

**Section B: Equal Employment Practices:**

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

**Section C:**

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



**Section D: Discrimination Charges:**

Any charges of discrimination shall be presented to the appropriate administrative Agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

**ARTICLE 7                      OFFICIAL TIME**

**Section A: Number of Representatives:**

1. Members of the Executive Board and Chief Stewards shall be allowed up to four (4) hours per day to engage in representational activities as defined in Section E of this Article and the Official Time Form. Requests for official time shall be made in accordance with the procedures outlined in Section D.
2. Authorized employee Union representatives shall be allowed a reasonable amount of official time to engage in representational activities as defined in Section E of this Article, as outlined on the Official Time Form. Requests for official time shall be made in accordance with the procedures in Section D. Employee union representatives requesting official time shall submit the Official Time Form (Attachment 1) at the time a request for official time is made.

**Section B: Designation of Representatives:**

1. The Union agrees to provide, in writing, the Agency and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written listing of its officers and stewards along with a copy of its Constitution and by-laws. Those Union officers and stewards (authorized employee union representatives) provided for in the Union's Constitution and by-laws shall be eligible for official time. The listing and changes thereto normally will be submitted to the Agency's Labor Relations Liaison or other designated official at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If an official is not on the list of designated representatives and is needed prior to the two (2) days' notice, the Union Chairperson shall notify the Agency head or his/her designee by phone, facsimile or email before the official will be recognized. The Agency will not recognize any official/representative who is not listed as required or for whom notification was not provided in accordance with this Section.

2. This Agreement shall not be interpreted in any manner which interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.
3. The Union's Chairperson will be provided reasonable notice prior to any change in shift assignments of duly appointed stewards. The Union will also be notified prior to the organization of new shifts that would affect the members of the unit. For permanent changes in shift assignments of any duly appointed stewards, at least five (5) days' notice will be provided.
4. Employees requested to appear at meetings and conferences at the request of District, U.S., or management officials, or pursuant to a request from the D.C. Council, D.C. Department of Human Resources or the U.S. Congress, shall not be charged annual leave for such purposes and shall be provided administrative leave to the extent consistent with law and regulation. Correctional Officers receiving such a request to appear shall immediately notify the Major on duty non-uniform staff shall immediately notify their Office Chief and upon request of the Major or Office Chief, provide a copy of the request to appear or other appropriate evidence sufficient to allow the supervisor to approve or deny the request.
5. Any designated DOC representative(s) designated by the individual union member must be on active duty status.

**Section C: Performance Appraisals:**

1. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her use of official time when conducting labor-management business authorized by this Article. However, it is understood that performance problems unrelated to the use of official time may be addressed in accordance with other relevant provisions of this Agreement.
2. At the beginning of the rating year or when the Union representative is initially appointed, performance expectations will be discussed between the supervisor and the union representative. Additionally, the supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs, based upon documented use of official time.
3. The parties understand that every employee, irrespective of union status must perform the duties and responsibilities of their official position and be evaluated based on the employees official position of record. Notwithstanding, the performance of Union representatives will be rated on the basis of prorated work time; i.e., the work performed in available work time after official time has been subtracted.

#### **Section D: Requests for Official Time:**

1. All official time for all Union representatives must be requested and approved in advance consistent with workload requirements except when exceptional circumstances (e.g., unscheduled meetings called by management where the Union's attendance is requested, representation of employees in interviews or circumstances where the employee might be subject to discipline) do not allow for advance approval.
2. The Union representative will request authorization from his or her supervisor. The Union representative will indicate to the supervisor or designee, on the "Official Time" form the general nature of the representational activity, including when the representational activity will take place, where the issue is to be addressed and the approximate length of time he or she believes is required.
3. All advance requests for official time are understood to be estimates. Whenever it becomes evident that the activity for which official time was approved will extend beyond the time initially approved, the union representative must call his/her immediate supervisor to request, and seek approval, for additional time.
4. The Union will complete the form to accurately depict the actual official time used in a timely manner.
5. Workload needs will be balanced with official time requests prior to approval consistent with Subsection 1 above. The Union will be provided with an explanation as to the reason why a request for official time to engage in an activity for which official time is authorized under this Article is denied.
6. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary at relevant proceedings (including hearings, meetings, arbitrations, or other labor-management business) will receive necessary official time to travel to and from the proceedings.

#### **Section E: Official Time for Representational Activity:**

1. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted up to four (4) hours of official time to investigate and conduct representational functions in accordance with the provisions of this Article.

2. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employee union representatives on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Activities for which official time will be authorized are outlined below and listed on the Official Time Form:
- a. Labor negotiations;
  - b. Discussion with management representatives concerning personnel policies, practices and matters affecting working conditions;
  - c. Any appeal proceedings or other forum in which the Union is representing an employee or the Union pursuant to its obligations under the collective bargaining agreement, regulation or law;
  - d. Grievance meetings and arbitrations;
  - e. EEO complaint settlements and administrative and/or court hearings if a complaint is processed under the negotiated grievance procedures or if the Union is representing the employee;
  - f. A disciplinary or adverse action oral reply meeting if the Union is designated as a representative of the employee;
  - g. Any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as a representative of the employees;
  - h. Attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action under Chapter 16 of the District Personnel Manual and the employee has requested representation;
  - i. Information consultation meetings between the Agency and the Union;
  - j. Conferring with affected employees about matters for which remedial relief is available under the terms of this agreement;
  - k. Attendance at meetings of committees on which Union representatives are authorized membership by the Employer or this Agreement; and
  - l. Attendance at Agency recognized/sponsored activities to which the Union has been invited.

- m. To effectuate contacts with the Mayor, the D.C. Council, or the United States Congress.
  - n. In addition, whenever members of the Executive Board make a request to attend seminars and conferences sponsored by regional, national or international labor relations professional organizations, the Union's Chairperson will provide the agenda for the seminar or conference to allow the Agency to review and respond to the request. After reviewing the request, if the information to be provided at the seminar or conference is intended to improve labor management relationship and the employees' understanding of labor relations and collective bargaining, the Agency will provide the requesting employee(s) with no more than 50% of the total time requested and the employee will be required to use annual leave or compensatory leave for the remaining 50% of the time needed. No Executive Board Member shall be granted more than 40 hours under this Section each calendar year.
3. Official time shall not include time spent on internal Union business, including, but not limited to:
- a. Attending Union meetings;
  - b. Soliciting members;
  - c. Collecting dues;
  - d. Posting notices of union meetings;
  - e. Carrying out elections;
  - f. Preparing and distributing internal Union newsletters or other such internal documents; and
  - g. Internal union strategy sessions for appeals, administrative hearings or arbitration proceedings.
4. The employee requesting official time for any of the purposes set forth on the Official Time form will advise his/her immediate supervisor or designee of the estimated time for such activities and the time of return to the workstation and assigned duties.

#### **Section F:**

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

#### **Section G:**

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

#### **Section H:**

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

#### **Section I:**

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

### **ARTICLE 8                      USE OF OFFICIAL FACILITIES AND SERVICES**

#### **Section A:**

The Agency agrees to permit distribution of Union notices and circulars substantially related to workplace issues to unit employees through regular distribution procedures provided that the Union receives prior approval from the Agency. Information distributed by the Union will not be used to derogate the Agency or the District in any way.

#### **Section B:**

The Agency agrees to provide meeting facilities if available upon request to the Director or Warden. Any cost incurred for the cleaning or maintenance of such facilities after such meeting will be borne by the Union.

**Section C:**

Under no circumstances will Agency manpower, equipment or supplies be utilized in support of or for internal Union business.

**Section D:**

The Agency agrees to provide a private area for the employees and Union representative when engaging in grievance handling.

**Section E:**

1. A copy of the Agency Program Statements, Orders and Institutional/-Facilities directives and DCHR's rules and regulations concerning terms and conditions of employment of the bargaining unit will be provided to the Labor Committee, upon request, if not readily available online on the Agency's or DCHR's website.
2. Nothing in this Article shall be interpreted to preclude either the Union's right to or the Employer's obligation to engage in impact and effects bargaining concerning the exercise of management's rights if requested by the Union as permitted by law.

**Section F:**

The Agency agrees to designate at least one (1) secured bulletin board for the exclusive use of the Union in the Jail in a conspicuous work area. The Union shall provide to the Agency, prior to posting, a copy of the materials to be posted. Bulletin board postings must be readily identifiable as official Union literature by the use of letterhead, logo or signature of the Union official.

**Section G:**

Upon reasonable request from the Union, the Agency shall make available to the Union, as required by law, any information, statistics and records relevant to negotiations or necessary for proper enforcement of the terms of this Agreement. The Parties shall comply in writing to such requests within a reasonable period, not to exceed thirty (30) days, and barring emergencies or exigent circumstances. The requirements listed herein shall preclude the Union from making the same document request under FOIA laws, where the information is provided under the CBA. Requests for information to prepare for a grievance or unfair labor practice hearing shall be made as far in advance as possible, but no later than two weeks prior to any scheduled hearing, to allow the Agency to review, respond to and gather any information to which the Union is entitled.



## **ARTICLE 9**

## **EMPLOYEE ROSTERS**

### **Section A:**

Upon written request to the Labor Liaison, on a quarterly basis, the Union will be provided with the list of names, titles and grades of unit employees by institution and offices.

### **Section B:**

Upon written request to the Labor Liaison, (no more than one request per calendar month), the Union will be provided, by each institution and office a list of names, titles, and grades of unit employees appointed, separated, detailed (including details to higher positions), promoted (including temporary promotions) or transferred during the preceding calendar month. The Agency shall include the effective dates of the above actions and the projected duration dates, if applicable.

## **ARTICLE 10**

## **GRIEVANCE PROCEDURE**

### **Section A – Purpose and Definition:**

1. The purpose of this grievance procedure is to establish an effective procedure for the fair, expeditious and orderly adjustment of grievances. Only an allegation that there has been a violation, misapplication or misinterpretation of the terms of this Agreement or the applicable Compensation agreement or final disciplinary actions taken (written admonition, corrective or adverse action) shall constitute a grievance under provisions of this grievance procedure. Any other employee appeals or complaints shall be handled exclusively by the appropriate administrative agency.
2. Unless stated otherwise, for purposes of this Agreement, notice by the Union shall be effective when it is received in writing by facsimile or electronic mail or date of receipt by the Department of Corrections sent via first class mail.

### **Section B – Categories:**

1. **Personal: An Individual's Grievance.** A grievance filed by an employee with or without the employee being represented by the Union. In the case of a grievance proceeding without Union representation, the Union must be given the opportunity to offer its view at any meeting held to adjust the grievance before final settlement or resolution. In the case of a grievance with Union representation, the remaining provisions of Article 10, Section B apply.



2. **Group:** A grievance involving at least two employees in one of the following Divisions: (1) Management and Support Administration and (2) Operations Administration. The signature of each member of the group is required.
3. A group grievance must contain all the information specified in Section C, Step 2 of this Article of the grievance procedure. A sufficient description of the group shall accompany the grievance. Group grievances will be processed only if the issue(s) raised is common to all employees in the group. This kind of grievance may be filed at whatever step resolution is possible.
4. **Class:** A grievance involving all the employees in the bargaining unit. It must be filed and signed by the Union Chairperson or designee at Step 4 of the Grievance procedure. Grievances so filed will be processed only if the issues raised are common to all unit employees.
5. A class grievance must contain all information specified in Section C, Step 2 of this Article of the Grievance procedure. The Director, or his/her designee, shall respond in writing within twenty-one (21) calendar days of receipt of the grievance.

#### **Section C – Procedure:**

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

- a. A statement of the specific provision(s) of the Agreement alleged to have been violated, misapplied or misinterpreted;
  - b. The date or dates on which the alleged violation, misapplication or misinterpretation occurred;
  - c. A brief description of how the alleged violation occurred;
  - d. The specific remedy or adjustment sought;
  - e. Authorization for the Union, if desired by the employee, to act as his/her representative in the grievance; and
  - f. The signature of the aggrieved employee(s) and the Union if applicable, according to the category of the grievance.
3. Should the grievance not contain the required information, the Grievant shall be notified and given five (5) business days from receipt of notification to resubmit the grievance. Failure to resubmit the grievance within the five (5) business day period shall void the grievance.
  4. The Warden or Office Chief shall respond to the employee in writing, within seven (7) calendar days of receipt.
  5. **Step 3:** If the grievance remains unsettled, the employee shall submit the grievance to the Deputy Director within five (5) business days following the employee's receipt of the response of the Warden or Office Chief. The Deputy Director must respond in writing within seven (7) business days of receipt.
  6. **Step 4:** If the grievance remains unsettled, the employee or the Union (as appropriate) shall submit it to the Director within five (5) business days following the receipt of the response of the Deputy Director. Within fifteen (15) calendar days of receipt, the Director will respond in writing to the grievance.
  7. **Step 5:** If the grievance remains unresolved, the Union, within fifteen (15) calendar days from receipt of the Director's response or when the response was due, shall notify the Director and OLRCB in writing indicating whether the Union intends to request grievance mediation or arbitration of the matter on behalf of the employee(s). Only the Agency or the Union may refer a grievance to arbitration. If a party does not request a panel of arbitrators within ten (10) business days after notifying the Director and OLRCB of its intention to arbitrate the matter, then the Director's decision is final and binding.

## **Section D – Grievance Mediation:**

1. The purpose of this Grievance Mediation procedure is to provide an innovative method by which the parties may mutually reach satisfactory solutions to the grievance prior to the invocation of arbitration. The parties recognize the necessity of carefully considering the circumstances of the particular grievances in deciding whether to utilize this procedure. This procedure, while broadening the channels of grievance resolution, must comply with District of Columbia laws, rules, regulations and the negotiated grievance procedure and shall only be invoked upon mutual agreement of the parties in writing on a case-by-case basis.
2. **Selection**
  - a. Within ten (10) calendar days of the Union's request for grievance mediation pursuant to Step 5 of the grievance procedure or after the Agency provides notice to the Union of its desire to mediate a matter, a joint request shall be submitted to the Federal Mediation and Conciliation Service (FMCS) or other appropriate authority that provides grievance mediation services, with which the parties jointly agree. The mediator selected must have demonstrated expertise in public sector labor relations and in grievance mediation.
  - b. The mediation session must commence within forty-five (45) calendar days of the Agreement to mediate. If the matter is not scheduled for a mediation session within the forty-five (45) calendar day period, OLR CB and the Union shall select an arbitrator consistent with the terms of this Agreement.
3. **Mediation Procedure**
  - a. Each party shall have representation at the mediation session.
  - b. The grievant(s) shall be present and participate at the mediation session. In the case of a class or group grievance, a maximum of three (3) grievants shall be present as representatives of the class or group. The number of class or group representatives is in addition to a union representative who may be designated by the Union to attend the hearing.
  - c. Mediation sessions shall be informal: the rules of evidence shall not apply.
  - d. The mediation session shall be confidential. No record of the session shall be made.

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

#### 4. Mediation Conclusion

- a. The parties shall sign their respective copies of the Settlement Agreement.
- b. Should both parties accept the settlement, it shall not have precedent setting value unless mutually agreed to on a case-by-case basis.
- c. If at the end of any scheduled mediation sessions and/or any further negotiations the parties have failed to resolve the matter, the arbitration proceedings in accordance with Section 3 may be invoked by the Union or the Agency within five (5) business days of the termination of the mediation session.
- d. The mediator shall be barred from arbitrating the grievance in a subsequent arbitration proceeding or testifying in a subsequent arbitration proceeding or other hearings on the matter.
- e. Documentation pertaining solely to the Mediation Process including evidence, settlement offers or the mediator's advisory opinion shall be inadmissible as evidence in any arbitration proceeding.
- f. The parties shall share the fees and expenses of the mediator/mediation equally.

#### **Section E – Arbitration:**

- 1. The parties agree that arbitration is the method of resolving grievances that have not been satisfactorily resolved pursuant to the Grievance Procedure or Grievance Mediation.
- 2. Provided however, if either party refuses to arbitrate because of its assertion that no valid collective bargaining agreement exists between the parties or that the substantive matter in dispute is not within the scope of the collective bargaining agreement, the arbitrator shall not have any jurisdiction or authority to rule on the matter. The party disputing such assertion may request the D.C. Superior Court to compel arbitration on the



matter. Disputes of procedural arbitrability shall be heard by the Arbitrator prior to a hearing on the merits.

3. If the parties fail to agree on a joint stipulation of issue(s), the issue shall be framed by the Arbitrator after hearing the position on the issue(s) from both parties.
4. The rules of the Federal Mediation and Conciliation Services (FMCS) shall apply to arbitrations conducted pursuant to this Article.
5.
  - a. During the first year this Agreement is in effect, the Parties agree to establish a permanent panel of nine (9) arbitrators to arbitrate grievances arising under this Agreement. The panel of arbitrators is attached to this Agreement as Attachment 2. The Parties agree that this panel shall be the exclusive panel from which arbitrators will be selected during the first year this Agreement is in effect.
  - b. No later than 30 calendar days after the end of the first year that this Agreement is in effect, the Parties will meet to decide whether they will continue with the permanent panel (including any amendment(s) thereto) of arbitrators or revert to the selection method outlined in the Agreement that was in effect December 19, 2002 through September 30, 2005. The Parties' decision will be memorialized and an appropriate amendment will be made to this Agreement.
  - c. If the during the time the parties are reviewing the arbitration selection provisions of this Article they need to select an arbitrator, the Parties will select from the permanent panel until they have finalized their decision regarding the method of arbitration selection.
6. Within ten (10) calendar days of either party providing notice of its desire to arbitrate an issue, the responding party shall initiate selection of an arbitrator, from the established panel, with the other party. The parties will agree to one (1) of the names on the established panel by alternately striking a name from the panel until one (1) remains. The privilege of first strike shall be determined by a coin toss or other mutually agreeable random method.
7. Once an arbitrator is selected, the Parties shall propose dates to the arbitrator or notify the arbitrator to provide potential dates to hold the

hearing. Once an arbitrator has been selected, the party requesting arbitration will provide the section of the grievance procedure requiring the arbitrator to render his/her decision within thirty (30) calendar days after the conclusion of the arbitration hearing or within thirty (30) calendar days after the arbitrator receives briefs, if filed, whichever is later and requests that the arbitrator confirm in writing that he/she will be able to render a decision within thirty (30) calendar days after the stated events, as required by the parties agreement. Should the arbitrator selected confirm that he/she will be unable to render a decision within thirty (30) calendar days or within a reasonable time thereafter, the parties will jointly select a different arbitrator from the permanent panel. If the arbitrator selected does not provide his/her decision within the timeframe specified in this agreement, any decision rendered by the arbitrator after the date on which his/her decision was due, will be implemented as if received on the date the decision was due.

8. Hearings shall be held in the Office of Labor Relations and Collective Bargaining Negotiation Center or another mutually-agreeable location. If any additional costs are involved, they shall be borne equally by the parties.

#### **Section F:**

1. Absent mutual agreement by the Parties, the arbitrator shall hear and decide only one (1) grievance appeal in each case unless substantially similar issues are involved. In such circumstances cases shall be consolidated for arbitration upon agreement of the parties.
2. The hearing shall not be open to the public or persons not immediately involved unless all parties mutually agree to such. All parties shall have the right, at their own expense, to legal and/or stenographic assistance at this hearing arising under this Article.
3. The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement in arriving at a decision on the issue(s) presented and shall confine his/her decision solely to the precise issue(s) submitted for arbitration.
4. The arbitrator shall render his/her decision in writing, setting forth his/her opinion and conclusions on the issues submitted within thirty (30) calendar days after the conclusion of the hearing or after the arbitrator receives the parties' briefs, if any, whichever is later. Absent mutual agreement by the parties, the arbitrator shall set the deadline for timely submission of briefs. Absent an appeal of the arbitrator's decision, the decision of the arbitrator

shall be binding upon both parties and all employees during the life of this Agreement.

5. All interim earnings will be deducted from any back pay award.
6. A statement of the arbitrator's fee and expenses shall accompany the award. The parties shall share the fee and the expenses of the arbitrator equally.
7. Appeals of the arbitration awards shall be made in accordance with District of Columbia law. Absent the filing of an arbitration review request with the Public Employee Relations Board, the Agency shall comply with the decision, within 30 calendar days after the deadline for filing an arbitration review request. The Agency will ensure that arbitration awards are implemented consistent with the arbitrator's order and pursuant to applicable DPM rules and requirements.

**Section G: General:**

1. No matter shall be entertained as a grievance unless raised within ten (10) calendar days of the occurrence of the event giving rise to the grievance, or within ten (10) calendar days of the employee's knowledge of the occurrence of the event giving rise to the grievance
2. Any unsettled grievance not advanced to the next step by the employee, or in the event of a class or group grievance, the Union representative, within the time limit specified in the step, shall be deemed abandoned. If the Agency does not respond within the time limit specified at each Step, the employee may invoke the next Step, treating the lack of response as a denial of the grievance.
3. For all provisions of this Agreement, all time limits must be strictly observed unless the parties mutually agree to extend said time limits barring emergencies or exigent circumstances. "Day" means calendar days unless otherwise noted herein. Business Days means Monday through Friday and excludes Saturday, Sunday, legal holidays and days when the Agency (or certain divisions) or the District is ordered administratively closed.
4. No recording device shall be used during any step of this procedure by either party. However, the Arbitrator may record the arbitration hearing to aid in preparing his or her award and decision. No person shall be present at any step for the purpose of recording the discussion. However, nothing in this provision shall prohibit the parties or a party from employing the services of a professional court reporter or stenography service for the



purpose of preparing a true and correct transcription of the arbitration hearing.

5. The presentation and discussion of grievances shall be conducted at a time and place that will afford a fair and reasonable opportunity for both parties and their witnesses to attend. Such witness(es) shall be present only if necessary for them to present evidence. When discussions and hearings required under this procedure are held during work hours of the participants, they shall be excused with pay for that purpose. An employee scheduled to work shift or weekends will have his/her hours changed to coincide with the time of the hearing.
6. The settlement of a grievance prior to arbitration shall not constitute a precedent in the settlement of grievances.
7. In appropriate circumstances, Management may utilize the grievance/arbitration procedure by first filing a grievance with the Chairperson of the Labor Committee. Such filing and response shall be under the same time limits as a Step 4 grievance. If not resolved with the Union President, Management may request arbitration using the procedures outlined in this Article.
8. The Agency agrees to produce any Agency employee determined to be necessary by the Arbitrator for the arbitration hearing.
9. All requests for information and documentation for a particular hearing shall be made to the other party at least fifteen (15) calendar days before the scheduled hearing.

#### **Section H – Expedited Arbitration Procedure:**

The parties agree that expedited arbitration upon the Union's or Management's written request shall be invoked in all cases of summary removals, summary suspensions and group and class grievances. In all other disputes the expedited arbitration procedures shall only apply when both parties mutually agree.

**Step 1:** The employee and/or the Union shall present the grievance (with supporting documentation and Agency final decision) to the Agency head in writing within ten (10) calendar days after receiving the final decision. The Agency head shall respond in writing (with a copy to the local Chairperson) within ten calendar (10) days after receipt of the written grievances.

**Step 2:** The Union may, by written notice, request expedited arbitration within five (5) calendar days after the reply in Step 1 is due or received, whichever is sooner.

**Step 3:** Within five (5) business days of the Agency's receipt of the Union's notice of intent to arbitration request, the moving party shall initiate the selection (and select) an arbitrator from the established panel using the process outlined in Section F above.

**Step 4:** The arbitration hearing shall be held within thirty (30) calendar days after selection of an arbitrator. Any party unprepared to present its case shall forfeit their issues for arbitration and remedies sought unless the parties mutually agree to extend said time limits. The arbitrator shall issue an award within ten (10) calendar days of the date set by the arbitrator for filing briefs.

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

## **ARTICLE 11                      DISCIPLINE**

Both parties recognize the exclusive rights of Management to discipline employees for cause, as defined in the District Personnel Manual (DPM). Discipline shall be imposed for cause, as provided in D.C. Code §1-616.51 and defined in Chapter 16 of the District Personnel Manual.

### **Section A:**

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

1.     **Corrective Actions:** Written reprimands or suspensions of less than ten (10) days; and
2.     **Adverse Actions:** Removal, suspensions for ten (10) days or more; or a reduction in grade. This includes summary and non-summary actions.

### **Section B:**

Employees have the right to contest corrective or adverse actions taken for cause through the negotiated grievance procedure as provided in Article 10. Employees have the right to contest adverse actions taken for cause through the grievance procedures or through the Office of Employee Appeals (OEA) as specified by OEA rules, but not both.

1.     Should the employee select to appeal the action to OEA, such appeal shall be filed in accordance with OEA rules and regulations.
2.     Should the employee select to grieve under the negotiated grievance procedure, discipline may only be grieved at the next higher level than

where the final decision was taken, except in the case of actions taken by the Director.

3. Should the employee or Union, in cases of appeals to arbitration, wish to grieve disciplinary action, such grievance/arbitration must be filed within the time limits specified in Article 10 starting with the date after the final decision was received by the employee. The parties agree that the filing of a grievance as a result of a disciplinary action notice to an employee shall not serve to stay the disciplinary action as issued by the Agency. Notwithstanding any provision of this Agreement, all grievances challenging a disciplinary action must be filed no later than ten (10) days after the effective date that the employee received the final decision.

#### **Section C:**

If a supervisor or any member of management has reason to counsel or discipline an employee, it shall be done in a professional manner that will not embarrass the employee before other employees or the public.

#### **Section D:**

Employees requested to reply to disciplinary actions will be informed of their right to have a Union representative assist in preparing the employee's response. Any designated representative who is an employee of DOC must be on active duty status.

#### **Section E:**

1. If an employee can reasonably expect discipline to result from an investigatory interview, and a reasonable advance notification of the interview has not been given, at the request of the employee, questioning shall be delayed for no longer than twenty-four (24) hours to give the employee an opportunity to consult with a Union representative or attorney, except in emergency situations/conditions. Upon request from the Union, the reasons warranting the emergency shall be provided to the Union. However, the provisions of this Article will not prevent the Agency from continuing with interviews/investigations where there is an immediate hazard to the Agency, to other District employees, public health, safety or welfare or where the integrity of government operations is threatened.
2. An employee's Union representative may be present at all investigatory questioning sessions held under this Article, but may not answer questions on behalf of the employee. However, the representative may counsel the employee and may assist the employee in presenting the facts. This section shall not supersede the requirement that employees shall submit reports in writing of all extraordinary occurrences or significant incidents, pursuant to the agency's policy.

3. Investigatory interviews will be conducted in a manner that will not compromise the integrity of the information that is to be provided. The Union will cooperate with the Agency to ensure that the investigatory process is not compromised. Information discussed in investigatory interviews shall remain confidential among the persons conducting the interviews, the Union representative and the employee being interviewed.
4. In no case shall a Union representative be permitted to represent an employee subject to any form of questioning if the Union representative is himself/herself implicated in the investigation. In any situation in which a union representative is disqualified for that reason, the employee to be questioned shall have the right to select an alternate Union representative to be present during the investigatory interview.

#### **Section F:**

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

1. The type of investigation being conducted (Criminal or Administrative). If Administrative, the specific reason or type of complaint.
2. Whether the member is alleged to be the subject of the investigation if known at the time.
3. The name(s) of the complainant(s) unless this information would jeopardize the security of the investigation or the safety of the complainant or witness.
4. The name and title of the official who will be doing the questioning and the name and rank of persons that will be present.
5. If criminal charges may result from the interview, then that employee has a right to representation during any interview as described under Section E.

#### **Section G:**

When management determines that the questioning session is to be recorded, all portions of the session shall be recorded with proper notation as to breaks and when "off the record" discussion(s) began and ended. If a recording device is used in an investigation that results in proposed disciplinary action, at the conclusion of the investigation and upon written request, a copy of the recording shall be made available to the employee or the Union when discipline is proposed, or upon conclusion of the investigation.

## **Section H:**

1. Employees shall be notified of Corrective Actions by service of Advance Notice within 60 days after the Agency was made aware of an act or occurrence constituting cause.
2. Employees shall be notified of Adverse Actions by service of Advance Notice within 120 days after the Agency was made aware of an act or occurrence constituting cause.
3. In all incidents where the Office of Investigative Services (OIS), the Office of the Inspector General, the Office of the Attorney General and/or any external Agency investigation is being conducted, the timelines specified in subsections 1 and 2 above may be extended by the Agency until the completion of all such investigation(s).

## **Section I:**

1. Except in the case of summary discipline, an employee against whom adverse action is proposed shall be entitled to Advance Written Notice of fifteen (15) days. The notice shall inform the employee of the cause(s) and the specific reason(s) for the proposed action; the right to provide a written response, including affidavits and other documentation, within six (6) days of receipt of the Advance Written Notice; the person to whom the written response or any request is to be presented; the right to review any material upon which the proposed action is based; in the case of a proposed adverse action only, the right to be represented by an attorney or other representative; the right to an administrative review by a hearing officer appointed as provided in DPM §1622, when the proposed action is a removal; and, the right to a written decision.
2. An employee shall be granted, upon request, up to ten (10) hours administrative leave to prepare for his/her defense against any proposed corrective action or adverse action.
3. The Hearing Officer shall review the proposed action, receive and review all relevant statements, in the case of proposed removals conduct a hearing, if a hearing is requested by the employee, and issue a recommendation to the Deciding Official after conducting an Oral Presentation of the Employee's response or after receiving the disciplinary action if an oral presentation was not requested normally within ten (10) days after conducting the hearing or within ten (10) days after receiving the disciplinary actions if a hearing is not requested. The attendees at the hearing will be the Hearing Officer, employee's representative(s) and the employee. The Hearing Officer must be a DS-13 or higher and have no direct or personal knowledge of the matter contained in the disciplinary

case, and not be in the chain of command between the Proposing and Deciding Official.

4. The Hearing Officer, if there is one, shall make a written recommendation and report to the Deciding Official. The Deciding Official shall issue a final decision after reviewing the report and recommendation of the Hearing Officer. The Deciding Official may sustain the penalty proposed by the Proposing Official, reduce the penalty, but may not increase the penalty proposed by the Proposing Official, remand the matter to the Hearing Officer with instructions for further consideration by the Hearing Officer, or dismiss the charge. If a case is remanded, the Union shall be notified.

#### **Section J:**

Summary removal, summary suspension, or enforced leave shall be executed upon the Director's approval. Within three (3) days of a summary suspension, summary removal or enforced leave placement, the Union Chairperson will be notified who the action was against and provided the specific reason(s) for the action.

#### **Section K:**

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

#### **Section L:**

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

#### **Section M:**

After discovery of the incident, the investigation(s) shall be conducted in a timely manner and discipline, if necessary, shall be proposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the CBA and applicable DPM regulations.

#### **Section N:**

The Employer agrees that disciplinary action shall not be punitive but based on conduct or performance deficiencies. The selection of the appropriate penalties shall be based



on progressive discipline principles consistent within the DPM and with consideration of the Douglas Factors. Douglas v. Veterans Admin., 5 MSPB 313, 5 M.S.P.R. 280 (M.S.P.B.1981). Consideration shall be given to any mitigating or aggravating circumstances that have been determined to exist.

#### **Section O:**

Whenever the Agency relies on video evidence to support disciplinary action against a bargaining unit employee, the video evidence shall be preserved until all actions, including appeals relating to the employee(s) discipline have concluded.

## **ARTICLE 12 LEAVE**

### **Section A – Emergency/Unscheduled Annual Leave:**

1. Uniform employees shall contact the Shift Supervisor no less than two (2) hours prior to the beginning of their official tour of duty when they have a need to request unscheduled annual or sick leave. Notification anytime thereafter may result in denial of the leave request and the employee being cited for an unauthorized absence.
2. Non-uniform employees shall request unscheduled annual or sick leave from their immediate supervisor or designee as soon as possible prior to the start of their tour of duty, but not later than (15) minutes after the beginning of their tour of duty. Notification anytime thereafter may result in denial of the leave request and the employee being cited for an unauthorized absence.
3. Emergency annual leave may be approved by the designated supervisor when an oral request is made. If emergency leave is granted, the employee must submit a written application for leave (SF-71) within twenty-four (24) hours of return to duty. Failure to provide an SF-71 shall result in the employees' absence being considered an unauthorized absence and disciplinary action could be initiated.

### **Section B – Annual Leave:**

1. All annual leave requests must be submitted in advance of the time requested. Failure to obtain advance approval for leave may result in having the absence charged as unauthorized absence(s).
2. Only supervisors designated by the Agency will authorize annual leave in the absence of the designated supervisor; emergency annual leave will be approved by the next higher level of supervision.

3. All employees requesting a leave period of one (1) week or more will do so in accordance with the following:
  - a. Their request will be submitted by the date determined by the Agency each year.
  - b. Supervisors will notify each employee of the disposition of his/her request within one (1) calendar month, of submission of the request.
  - c. If more employees from the same shift than can be spared apply for leave for the same period and management determines that appropriate staff is not available to do the work, the employee with the greatest service with the Agency will have preference, except as provided below:
    - (1) The employee(s) required to make a new selection will have a preference over employees who did not submit requests if the new selection is resubmitted within 15 days after the disposition of the requests period, provided, the Agency has determined that appropriate staff is available to do the work during the period that is proposed.
    - (2) Employees whose first selection is not granted will be given their next selected leave period, until the ranking is depleted.
4. Employees wishing to change their request may do so provided their service can be spared and their new choice does not conflict with leave scheduled for another employee. Since these dates are tentative, the employee will request from his/her supervisor the proposed leave period he/she desires to change as far in advance as possible.
5. During the period of May 1st to October 1st, no employee will be granted more than one (1) leave period of duration of one (1) week until every employee in the work area has had an opportunity to take a leave period during these months.
6. The granting of leave for the days of Thanksgiving, Christmas, New Year, Memorial Day, July 4th and Labor Day holidays will be on a rotating basis so that all employees may have a fair opportunity for leave at these times. However, this does not preclude or interfere with the Agency's right to determine appropriate staff on holidays to ensure the proper accomplishment of Agency work.
7. Although every effort will be made by supervisors to honor advance requests for leave periods, an advance request is not a guarantee of final



approval. The Employer reserves the right to cancel leave previously approved for circumstances such as workload and unforeseen urgent needs. In the event it is necessary to cancel advanced requests, the supervisor will promptly advise the employee concerned in writing. In such cases the employee's circumstances will be given due consideration. Every effort will be made to reschedule the leave period for the employee's convenience.

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

#### **Section C – Sick Leave:**

1. Supervisors shall approve sick leave of employees who are unable to perform their duties due to illness. Employees assigned to rotating shifts or regular tours of duty shall request unplanned sick leave from the Shift Supervisor no later than two (2) hours prior to the start of their shift. All other employees shall request sick leave as soon as possible prior to the start of their shift on the first day of absence. The employees shall submit the appropriate sick leave request to his/her supervisor upon return to work. If an employee is too ill or injured to personally notify the supervisor of his/her absence, notification may be made by a third party.
2. Employees are required to submit a doctor's certificate when they are absent for three (3) or more consecutive days or more. Additionally, those employees who have been placed on leave restriction due to potential or actual sick leave abuse shall provide documentation as required by the Agency.
3. Sick leave may be used when an employee receives medical, dental or optical examinations or treatment, or is incapacitated for the performance of duty by sickness, injury, or pregnancy and confinement is required to give care and attendance to a member of his/her immediate family who is afflicted with a contagious disease (as defined by applicable regulations) or would jeopardize the health of others by his/her presence at his/her post of duty because of exposure to contagious disease.
4. Employees shall submit requests for, or substantiate, sick leave on SF-71, Application for Leave Form (or other appropriate form or process). The Employer will make the SF-71 available for completion and signature by

employee(s). If the SF-71 is changed or a new process is required the union shall be duly notified of such changes.

5. Employees returning from sick leave will so notify the Shift Supervisor as far in advance of the start as possible, and ideally no later than two (2) hours in advance of the start of the shift on which they would normally be on duty. In case of an extended illness of more than three (3) days, employees will update the Shift Supervisor at least once per week as to their ability to return to work.
6. Sick leave will be requested in advance for visits to, and/or appointments with doctors, dentists, practitioners, opticians, chiropractors and for the purpose of securing diagnostic examination, treatment and x-rays.

#### **Section D – Leave Without Pay:**

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

#### **Section E – Blood Donation:**

Bargaining unit employees who donate blood to the American Red Cross or who donate blood to any District government employee in need of a blood transfusion, shall be given four (4) hours administrative leave for this purpose. The employee shall notify his/her immediate supervisor in advance to allow for the necessary approval and the Agency may request supporting documentation from the employee.

#### **Section F – Family Medical Leave:**

The Agency shall ensure that employees are informed of their rights under the Family Medical Leave Act.

### **ARTICLE 13                      TRAINING**

#### **Section A:**

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

#### **Section B:**

A record of an employee's training shall be documented and made a part of the employee's Agency Training Folders to be used as reference qualifications.

### **Section C:**

Opportunities for employee development through outside educational programs which are related to performance of official duties will be made available as applicable.

### **Section D:**

When the Employer is aware of locally available training, it will post copies of such training opportunities and provide the Union with copies of the training announcement.

### **Section E:**

1. The Agency shall provide requisite Basic Correctional Training (BCT) to all newly hired correctional officers and criminal investigators upon their entrance on duty and pre-service training as required. All non-uniform employees shall be required to complete pre-service training in line with Agency requirements. Such training shall be provided consistent with duty assignments and the implementation of new policies and procedures, to provide the skills necessary to perform the duties of their jobs.
2. Management retains the right to determine the amount, frequency, timing and manner in which the training shall be conducted, consistent with management rights. Management shall consider individual requests for additional training. Scheduled in-service training may be temporarily suspended or modified only by the Director or Deputy Director. The Union's Chairperson will be promptly notified in writing.

### **Section F: Firearms Training:**

1. Qualifying in firearms is a condition of employment for bargaining unit employees whose duties and responsibilities requires them to be able to use and carry firearms and ammunition. All correctional officers and criminal investigators must be eligible to use and carry firearms and ammunition in accordance with the requirements of their position, applicable D.C. and federal law in the performance of their official duties. All correctional officers and criminal investigators shall receive the appropriate range and firearm training. In addition, refresher training in the Agency's policies concerning the use of deadly force will also be provided to eligible employees.
2. Employees removed from Correctional Officer and Criminal Investigator Status (such as reinstated employees, etc.) for more than two (2) years shall be required to complete the In-Service Training Academy prior to returning to active duty.

3. Employees who fail to qualify and/or re-qualify with the firearm will be allowed one additional attempt to qualify/re-qualify after the initial attempt to qualify/re-qualify. Attempts to qualify/re-qualify must be undertaken in an Agency approved facility and with Agency approved instructors and on the Agency's time. Employees must successfully qualify/re-qualify in the use of a firearm as a condition of employment and/or continued employment.

## **ARTICLE 14                      HEALTH AND SAFETY**

### **Section A: Employees Working Alone:**

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

### **Section B: Medical Service: On-the-Job Injury:**

The Agency shall make first-aid kits reasonably available for use at each facility where bargaining unit employees are assigned for on-the-job injuries. A defibrillator will be made available on each floor (North and South Side) of the D.C. jail. If additional treatment appears to be necessary, the Agency shall arrange immediately for transportation to an appropriate medical facility.

### **Section C: Emergency and Preventive Services:**

1. The Employer agrees to provide emergency diagnosis and treatment, within the competence of the professional staff and the capability of the facilities health services unit, for employees who are injured or become ill during working hours.
2. The Employer will have preventive health services programs. The Agency will inform employees of health education and disease screening. All employees will be alerted immediately to the presence of major or serious infectious diseases in the workplace, and any such issues will be discussed at the next regularly scheduled Labor Management Committee meeting following the discovery of the issue.

### **Section D: Worker's Compensation Issues:**

The Agency agrees to follow D.C. law regarding worker's compensation issues, including requests for light duty work. Nothing in this Article or this Agreement shall be interpreted to extend to employees or the Union the right to file a grievance on worker's

compensation issues through the negotiated grievance procedure under Article 10 of this Agreement.

**Section E: Excessive Temperatures in Buildings:**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a suitably temperate site. Administrative leave will be granted if authorized by the Mayor or his/her designee.

**Section F: Employee Health Services:**

Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Code Section 1-620.07).

**Section G: Maintenance of Health Records:**

Medical records of employees shall be maintained in accordance with the provisions of Chapter 31A of the D.C. Personnel Manual and Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information.

**Section H:**

The Employer agrees to follow applicable Mayor's Order(s) and D.C. regulations regarding ergonomic policy for use of video display terminals.

**Section I:**

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

**Section J:**

The Union may make recommendations to the Warden or the Director regarding detection methods used to prevent the introduction of contraband into the facilities.

**Section K: Working Conditions:**

1. The Employer will make every effort to provide and maintain safe working conditions. The Union will cooperate in these efforts by encouraging its

members to work in a safe manner and to obey established safety practices and regulations.

2. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XX of the Comprehensive Merit Personnel Act (2001, as amended, D.C. Code section 1-620.01 et seq.) or other relevant applicable regulations.

**Section L: Corrective Actions:**

1. If an employee observes a condition that he or she believes to be unsafe, the employee shall report the condition to the immediate supervisor.
2. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.
3. If the supervisor determines that a condition does not constitute an immediate hazard to the health and safety of the employee and the employee disagrees, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall make an immediate determination as to whether the condition constitutes an immediate hazard to the health and safety of the employee. An employee will not be required to operate unsafe equipment or work in conditions reported as unsafe or hazardous until the next level supervisor or designee has determined that the conditions or equipment are safe.
4. Matters related to alleged unsafe working areas or equipment may be brought to the attention of the safety committee.
5. Employees shall not be required to operate unsafe equipment that has been so determined by the Agency or the D. C. Chief Risk Officer.

**Section M: Safety Devices and Equipment:**

Protective devices and protective equipment as determined appropriate by the Employer or other competent authority shall be provided by the Agency and shall be used by the employees.

**Section N: Safety Training:**

1. The Agency shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Risk Assessment Control Committee.

2. The Agency shall make CPR training available.

**Section O: Risk Assessment Control Committee:**

1. The Agency agrees that the Union shall have two (2) members, one (1) correctional and one (1) non-correctional, on the Agency's Risk Assessment Control Committee. Committee meetings will be held during working hours without loss of pay or leave to employees.
2. One (1) Union and one (1) Agency representative shall each serve as co-chairpersons of the Committee.
3. The Risk Assessment Control Committee shall:
  - a. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meetings, labor and management must submit their respective agendas to each other at least five (5) days in advance;
  - b. Conduct safety surveys, consider training needs, and make recommendations to the Director;
  - c. Consult with and advise the Director; and,
  - d. Receive appropriate health and safety training.
4. The Director (or his/her designee) shall inform the Committee, within a reasonable time after submission to the Director, whether any action was taken on safety matters initiated by the Committee.

**Section P:**

In January of each year, the Agency agrees to provide the Risk Assessment Control Committee members with a copy of all current D.C. Safety Officers, or Agency Risk Managers, and revisions as they occur.

**Section Q:**

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



### **Section R:**

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

### **Section S:**

Forms and other documentation related to worker's compensation will be filed consistent with established procedures.

### **Section T: Line of Duty Death**

The Agency will notify the Union's Chairperson within 24 hours in the event of a death of a bargaining unit employee in the line of duty. The Agency will assist in the processing of requisite employment related insurance and certification paperwork.

## **ARTICLE 15                      REDUCTION-IN-FORCE**

### **Section A:**

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

### **Section B:**

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

## **ARTICLE 16                      UNIFORMS**

### **Section A:**

All employees required to wear uniforms in the performance of duties shall adhere to all Agency policies and standards on uniforms. The Agency shall provide uniforms to correctional officers and maintenance staff.

### **Section B:**

Whenever uniform items become unserviceable, the employee shall make notification in accordance with the Agency's uniform policy. The employee shall bring those items to



the warehouse. The Agency shall replace all uniform items that are determined by the agency to be unserviceable.

**Section C:**

If a correctional officer is pregnant and on active duty, the Agency shall make available suitable uniform clothing, upon the employee's request.

**Section D:**

Recommendations from the Union regarding uniforms may be included as an agenda item at Labor Management Meetings.

**ARTICLE 17      DETAILS, TEMPORARY PROMOTIONS AND PAY  
IN HIGHER GRADE POSITIONS**

**Section A:**

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

**Section B: Acting Pay:**

An employee detailed or assigned to a higher grade position, approved through the Director for more than thirty (30) consecutive days shall receive the higher rate of pay beginning the first full pay period following the thirty (30) day period. If Management decides to reassign an employee to a higher-grade position after the employee returns from the approved leave or disability compensation, such absences will not be considered a break in the consecutive day requirement.

**Section C:**

Management will ensure that an employee assigned or detailed to a higher grade position is not arbitrarily removed from detail and then reinstated to the detail in order to avoid paying the higher rate of pay in accordance with Section B of this Article.

**Section D:**

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

### **Section E:**

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

### **Section F:**

Management will generate the appropriate paper work (Form 52) for employees detailed/assigned to another position extending beyond thirty (30) days.

### **Section G:**

1. Management will notify the Union of all bargaining unit employees detailed or assigned to supervisory/managerial positions so that the Union can remove that employee from its roles as Union Officials or representatives during the period he/she is detailed or assigned to the supervisory position.
2. Employees detailed or temporarily promoted to a supervisory/management capacity will remain in the unit while serving in a detailed supervisory or management position. Such employees will not have any rights to grieve any issues concerning or arising from their supervisory/management duties and responsibilities nor will their status as bargaining unit members be negatively impacted by virtue of being detailed to a supervisory/management position. Disciplinary action arising solely from acting supervisory duties will result in the termination of the detail or temporary promotion and the employee will return to his/her position of record within the bargaining unit. During the detail or temporary promotion, if an employee is disciplined (including removal) for actions affecting or violating duties and responsibilities as a correctional officer within the bargaining unit, then the employee will have access to/rights to grieve the disciplinary action through the negotiated grievance procedure.
3. For the period of the detail or temporary promotion to a supervisory/management position, the employees are precluded from engaging in union activity as an employee union representative or Union official.

### **Section H:**

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

## **ARTICLE 18**

## **DISTRIBUTION OF OVERTIME AND TOUR OF DUTY**

### **Section A:**

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

### **Section B:**

Where management determines that employees are equally capable to perform overtime assignments, overtime will be offered to employees on a volunteer basis according to the requirements of the post to be filled and distributed equitably among those employees.

### **Section C: Overtime:**

#### **1. Voluntary Overtime**

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

#### **2. Mandatory Overtime**

Based on operational demand and/or emergencies when it becomes necessary for management to order mandatory overtime, prior to invoking a draft, management will first attempt to locate volunteers or employees in an off duty status. If there is still a need, selections will be made among all employees (including those assigned to non-bid special skills post) in alphabetical order regardless of rank (Grades 6 through 9). An employee will not be required to work more than eight (8) hours of overtime per day unless unforeseen emergencies arise (inclement weather, disturbances, interstate transports, etc.). Employees shall be paid at the appropriate overtime rate for mandatory overtime hours worked. An employee may be paid straight time or compensatory time for ordered mandatory overtime if mutually agreed to by the parties in advance.

#### **3. Records of employees' voluntary and mandatory overtime performed shall be maintained by the Employer and made available to the Union upon request.**

4. The provision of this Article shall apply to employees who are required to work overtime.

#### **Section D: Shift Change:**

Annual changes in shift will be distributed and rotated equitably among qualified employees in accordance with internal policies and procedures.

1. The Union's Chairperson or designee will have ex-Officio membership as an observer on any joint labor-management committee regarding applicable annual shift change procedures. Any newly created post or modification of an existing post (days off, duty hours, former bid post which are converted to non-bid special skill post, etc.) will be submitted to the Work Force Utilization Committee prior to implementation.
2. Employees will not be arbitrarily removed or reassigned from a post they obtained through the Master Roster bid process. When management determines a need to remove or reassign an employee from a post assignment they shall notify the employee and the Union of the reason for the reassignment (and provide any supporting documentation, if applicable). Notice shall include the specific reason(s) that precipitated the proposed reassignment, if applicable, including performance deficiencies or the specific reason(s) for the manager's conclusion that a reassignment is in the best interest of the shift, facility or Agency. If management determines that a reassignment for the remainder of post term is necessary, management shall provide the employee with a written explanation of why the reassignment is necessary to meet the needs of the Agency.
3. The same provisions of this Article shall apply for all non-uniformed employees who are required to perform rotating shift work.
4. A record of employees' shift change and assigned days off will be submitted to the Union for review.
5. Employees are required to update information on their locator sheet as soon as changes are warranted, but in all cases, where changes are warranted they must be made within thirty (30) days.

#### **Section E:**

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

## **ARTICLE 19**

## **MERIT STAFFING/PROMOTIONS**

### **Section A:**

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

### **Section B:**

1. The Agency will administer the following practices and principles:
  - a. The Employer will announce all job vacancies for at least ten (10) business days. A copy of the vacancy announcements will be provided to the Union by electronic mail.
  - b. Based on established DCHR procedures and qualifications, applicants will be evaluated and list qualified or unqualified (if so evaluated). Applicants will be referred to the selecting official with all the mandatory hiring preferences applied as required by DCHR rules and regulations.
  - c. Copies of Merit Staffing/Promotion Program Statement will be provided to the Union's Chairperson and can be accessed through the Agency's website and on LotusNotes.
2. The Union will have ex-officio membership as an observer on merit staffing panels to fill positions within the bargaining unit. The Union representative must be the same grade or higher than the position being filled. The Chairman of the Union is excluded from this restriction. The Union representative shall not participate in management's deliberations or the selection of candidates.

### **Section C:**

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

### **Section D:**

If the Agency returns a certification of eligible candidates for bargaining unit positions without selection the Agency shall provide notification to the Union.

### **Section E:**

No employee can file a grievance for non-selection unless there has been a violation of the DPM.

**Section F:**

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

**ARTICLE 20                      POSITION DESCRIPTIONS**

**Section A:**

Each bargaining unit employee will receive a copy of his/her position description by the DOC Office of Human Resources Management upon entry to duty or at the time of orientation. In addition, as position descriptions are revised, employees will receive a copy of the revised position description. Position descriptions will be furnished to the Union upon request.

**Section B:**

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

**Section C:**

Position classification appeals are not subject to the negotiated grievance procedure.

**Section D:**

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



## **ARTICLE 21**

## **PERSONNEL FILES**

### **Section A:**

The Official Personnel Files of all employees in the bargaining unit covered by this Agreement shall be maintained by the D.C. Office of Human Resources (DCHR) in accordance with DCHR policies and procedures.

### **Section B:**

Upon request, and in accordance with regulations and procedures issued by the DCHR, employees shall have the right to examine the contents of their Official Personnel Folder and to obtain copies of any documents therein.

### **Section C:**

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

### **Section D:**

Upon request, the Employer shall provide the employee a copy of final reports and internal investigations related to the employee's performance, inmate complaints against employees and other work related matters concerning the employee when it results in disciplinary action.

### **Section E:**

Consistent with DCHR procedures, all persons who are authorized to review a personnel file must sign an Access Card. The access card signed by all those who have requested and been given access to the employee's file, shall be made available for review by the employee.

### **Section F:**

Upon presentation of written authorization by an employee, an employee's personnel records may be disclosed to his/her representative or other entity(ies) designated by the employee. The written authorization shall specify the documents and/or records to be disclosed or the degree of access permitted by the employee.

### **Section G:**

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



**Section H:**

Requests for copies of Official Personnel Files must be made to DCHR.

**ARTICLE 22                      TRANSFERS**

It is recognized that the Employer has the right to transfer or reassign employees whenever the interest of the Agency so requires.

**ARTICLE 23                      RETIREMENT COUNSELING**

**Section A:**

Upon entry on duty, the Employer will ensure that bargaining unit employees are provided counseling and information regarding retirement, including information on voluntary deductions, benefits and insurance. This provision may be satisfied through New Employee Orientation, provided by the District's Department of Human Resources.

**Section B:**

Eligible bargaining unit employees, defined as (1) employees covered by the Civil Service Retirement Program and who are within one (1) year of reaching age fifty (50) and having 19 years of creditable service, and (2) employees not covered by the Civil Service Retirement Program but who have completed at least seventeen (17) years of service with the District of Columbia government and who have notified the Department of their intention of separating from District Service within the next three years from the date of notification, will be afforded the opportunity to engage in individualized retirement or separation counseling. Such opportunity shall be afforded no more than once per year to an individual employee from the date of notification.

**Section C:**

The Agency shall ensure that during individualized retirement or separation counseling sessions, eligible employees are provided with a complete retirement or separation information package, to include current separation or retirement (as applicable) procedures, criteria for continuing benefits, options for distribution, estimated monthly amounts the employee can expect to receive and a projected date of their initial distribution check and other benefits to which they may be entitled.

**Section D:**

Within ten (10) working days of notification from an employee to the Agency that he/she intends to retire or separate from D.C. Government service, the Agency will notify each

employee of their assigned D.C. Department of Human Resources Retirement/Separation Counselor.

**Section E:**

At least annually, the Agency will arrange for ING (or its successor/replacement) to conduct informational retirement planning sessions for bargaining unit employees. Such informational sessions shall be scheduled at a time and held at a facility that will maximize participation of bargaining unit employees, without compromising the safety and security of the Agency's facilities and operations.

**ARTICLE 24                      LIGHT DUTY**

**Section A:**

The D.C. Office of Risk Management will govern light duty assignments. Assignments to light duty may not be available for every employee who desires it, nor is there any assurance such an assignment will continue as long as the employee's limited circumstances persist. Any light duty assignment shall be temporary. The Employer will make every effort to provide light duty assignments which are temporary in nature as follows:

1. To be eligible for light duty, the employee's limitations must be certified by the employee's attending physician. The certification must identify the employee's impairment(s); the physical limitations associated with the impairment(s); the type of work he or she is capable of performing; and the duration of the impairment.
2. When there are more requests for light duty than are light duty assignments available, assignments shall be made in order of the employee's request given that management has determined the employees are equally qualified.
3. Upon request, the Agency designee shall provide the Union with a list of the assignments for all collective bargaining unit members on light duty.

**ARTICLE 25                      PERFORMANCE COUNSELING**

**Section A:**

If an employee is to be denied his/her periodic step increase he/she shall be so notified by his/her immediate supervisor in advance in writing.

### **Section B:**

Such notification shall include:

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

### **Section C:**

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

## **ARTICLE 26**

## **NO STRIKE OR LOCKOUT**

### **Section A:**

Under the provisions of D.C. Code § 1-617.05, it is unlawful to participate in, authorize, or ratify a strike.

### **Section B:**

The term "strike" as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage or slowdown and shall be defined in accordance with D.C. Code § 1-617.05.

### **Section C:**

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

### **Section D:**

In the event of a strike as defined by this Article, and upon receipt of notice from the Employer of any strike, within eight (8) hours the Union shall publicly disavow the action by posting notices and issuing a news release to the media stating that the strike is

unauthorized. Notwithstanding the acceptance of the existence of any strike, the Union will use every reasonable effort in cooperation with the Employer to terminate the strike.

#### **Section E:**

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

### **ARTICLE 27 PROTECTED DISCLOSURE**

#### **Section A:**

Pursuant to D.C. Code § 1-615.51 *et seq.*, employees shall be free to make a protected disclosure of information, that is not specifically prohibited by statute, by reporting gross mismanagement; gross misuse or waste of public resources or funds; abuse of authority in connection with the administration of a public program or the execution of a public contract; a violation of law, rule or regulation or of a term of contract between the District government and a District government contractor which is not of merely technical or minimal nature; or, a substantial and specific danger to the public health and safety. Said disclosures shall be made to any of the official governmental entities prescribed by law.

#### **Section B:**

Pursuant to D.C. Code § 1-615.51 *et seq.*, the Employer's representatives shall not threaten to take or take a prohibited personnel action or otherwise retaliate against an employee because of the employee's protected disclosure or because of an employee's refusal to comply with an illegal order. As defined by the D.C. Code § 1-615.52, prohibited personnel actions include recommended, threatened, or actual termination, demotion, suspension, or reprimand; involuntary transfer, reassignment, or detail; referral for psychiatric or psychological counseling; failure to promote or hire or take other favorable personnel action; or retaliating in any other manner against an employee.

### **ARTICLE 28 DISTRIBUTION**

The Agreement shall be available on the Agency's website.

### **ARTICLE 29 GENERAL**

Employees are required to update information on their locator sheet as soon as changes are warranted, but in all cases, where changes are warranted, they must be made within thirty (30) days.

## **ARTICLE 30**

## **LIABILITY**

### **Section A:**

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

### **Section B:**

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

### **Section C:**

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

## **ARTICLE 31**

## **DRUG AND ALCOHOL SCREENING**

### **Section A:**

To the extent not inconsistent with the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, drug and alcohol screening of bargaining unit employees will be conducted in accordance with the Agency's Mandatory Employee Drug and Alcohol Testing Program (MEDAT) set forth in Standard Operating Procedure 6050.4B. Any confirmed positive test results or refusal to submit to the test shall be grounds for termination of employment pursuant to the policies and procedures in the MEDAT Standard Operating Procedure 6050.4B.

### **Section B:**

To the extent not inconsistent with the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, the Agency agrees to assist career employees who voluntarily concede substance abuse dependency prior to either testing positive for illicit drugs or alcohol. In such cases, the employee will be required to enroll and complete a certified

substance abuse program. The employee will be subjected to a one year probationary period after completing the substance abuse program and will submit to drug and alcohol testing as frequently as the employer deems appropriate. The employee will be subjected to summary removal for any positive drug or alcohol testing results during the probationary period.

#### **Section C:**

Management retains the right to render the final decision as to whether an employee will be offered the option to rehabilitate in lieu of termination.

### **ARTICLE 32                      CONTRACTING OUT**

#### **Section A:**

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

#### **Section B:**

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

### **ARTICLE 33                      EMPLOYEE RECOGNITION COMMITTEE**

The Union shall have membership on any standing employee recognition committee and will be entitled to express its views, make recommendations and otherwise participate. The committee shall address employee recognition to the extent not inconsistent with management rights and the Incentive Awards Policy found in DPM, Chapter 19.

### **ARTICLE 34                      SAVINGS CLAUSE**

In the event that any part or provision of this Agreement shall at any time be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by decree of any court of competent jurisdiction, such invalidation shall not affect any other part or provision hereof, it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect. Where

appropriate, and upon request of either party, the parties shall meet within 120 days to negotiate any substitute provision(s).

## **ARTICLE 35      DURATION AND FINALITY OF AGREEMENT**

### **Section A:**

This Agreement shall remain in full force and effect until September 30, 2019. The Agreement will become effective upon the Mayor's approval subject to the provisions of D.C. Code §1- 617.15 (2014 Repl. and 2016 Supp.) and ratification by the Union. If disapproved because certain provisions are asserted to be contrary to applicable law or if not ratified by the Union, the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

### **Section B:**

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

### **Section C:**

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

### **Section D:**

This Agreement shall remain in effect until September 30, 2019, in accordance with Section A of this Article, and may be automatically renewed for one (1) year periods unless either party gives written notice of its intention to terminate or modify the Agreement no later than 120 days prior to the expiration of the agreement.

### **Section E:**

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

notice of the change and upon written request of the Union, the parties shall negotiate the impact and effects of such change.

**Section F:**

All citations to the D.C. Code within this Agreement are to the 2001 Edition, unless stated otherwise.



On this 2<sup>nd</sup> day of November, 2016, and in witness to this Working Conditions Collective Bargaining Agreement between the District of Columbia Department of Corrections and the Fraternal Order of Police/Department of Corrections Labor Committee, the parties hereto set their signatures.

**For the District of Columbia Government  
Department of Corrections**



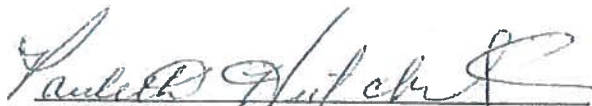
**Thomas N. Faust  
Director, Department of Corrections**



**Lionel C. Sims Jr., Esq.  
Director, OLRCB**



**Dean S. Aqui  
Supervisory Attorney Advisor, OLRCB**



**Paulette S. Hutchings-Johnson  
Labor Liaison, Department of Corrections**

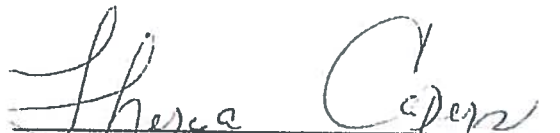
**For the Fraternal Order of Police/  
Department of Corrections Labor  
Committee**



**Sgt. John Rosser, Chairperson  
FOP-DOC Labor Committee**



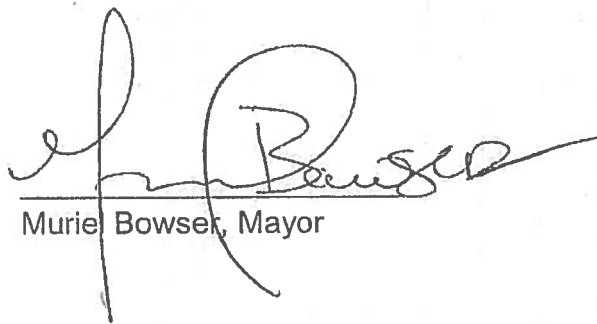
**Mack Wilson  
Negotiation Team Member**



**Theresa Capers  
Negotiation Team Member**

## APPROVAL

The Collective Bargaining Agreement between the District of Columbia Department of Corrections and the Fraternal Order of Police/Department of Corrections Labor Committee dated November 2, 2016 has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this 2<sup>nd</sup> day of November, 2016.

A handwritten signature in black ink, appearing to read "Muriel Bowser", is written over a horizontal line. The signature is stylized with a large, looped "B" and a long, sweeping underline that extends to the right.

Muriel Bowser, Mayor

Copy kept by Supervisor & Union Representative

REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity):

1.	negotiations;
2.	discussions between Employer representatives and employees concerning personnel policies, practices, and matters affecting working conditions;
3.	any appeal proceeding or other forum in which the Union is representing an employee or the Union pursuant to its obligations under relevant contract provisions, regulations, or law;
4.	grievance meetings and arbitration hearings;
5.	EEO complaint settlements, and administrative and/or court hearings if a complaint is processed under the negotiated grievance procedure, or if the Union is representing the employee;
6.	a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
7.	any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representatives of the employee;
8.	any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
9.	attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action under Chapter 16 of the DPM and the employee has requested representation;
10.	informal consultation meetings between the Employer and the Union;
11.	conferring with effected employees about matters for which remedial relief is available under the terms of this Agreement;
12.	preparation of reports, forms, and documents required by law or regulation concerning the proper operation and administration of a labor organization;
13.	to effectuate contacts with officials of government including the Mayor, the Council, Congress and their staffs;
14.	attendance at meetings of committees on which Union representatives are authorized membership by the Employer or this Agreement;
15.	attendance at labor-management partnership meetings or other cooperative effort;
16.	attendance at agency recognized/sponsored activities to which the Union has been invited;
17.	to attend training or other activities designed primarily to further the interests of the Government by improving the Labor-Management relationship;
18.	travel to any of the activities listed above.
19.	
20.	

Attachment 1

ATTACHMENT 2

ARBITRATION PANEL

1. Paul Greenberg
2. Gloria Johnson
3. Andrew Strongin, Jr.
4. M. David Vaughn
5. Barry Shapiro
6. Charles Feigenbaum
7. Lois Hochhauser
8. Jerome Ross
9. Joyce Klein

**COMPENSATION COLLECTIVE BARGAINING  
AGREEMENT**

**BETWEEN**

**THE DISTRICT OF COLUMBIA GOVERNMENT**

**AND**

**COMPENSATION UNITS 1 AND 2**

**EFFECTIVE APRIL 1, 2013 – SEPTEMBER 30, 2017**

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## **PREAMBLE**

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

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

## **ARTICLE 1 WAGES**

### **SECTION A: FISCAL YEAR 2013:**

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

### **SECTION B: FISCAL YEAR 2014:**

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

### **SECTION C: FISCAL YEAR 2015:**

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

### **SECTION D: FISCAL YEAR 2016:**

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



**SECTION E:**      **FISCAL YEAR 2017:**

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

**ARTICLE 2**  
**METRO PASS**

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

**ARTICLE 3**  
**PRE-PAID LEGAL PLAN**

**SECTION A:**

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

**SECTION B:**

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

**SECTION C:**

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

**SECTION D:**

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

**SECTION E:**

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

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

**SECTION A:**

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

**SECTION B:**

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

**SECTION C:**

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

#### **SECTION D:**

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

### **ARTICLE 5 BENEFITS COMMITTEE**

#### **SECTION A:**

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

#### **SECTION B: RESPONSIBILITIES:**

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

#### **SECTION C:**

The Committee shall:

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

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

## **ARTICLE 6 BENEFITS**

### **SECTION A: LIFE INSURANCE:**

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

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

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

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

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

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

#### **SECTION B: HEALTH INSURANCE:**

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

(a) Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, representatives of Compensation Units 1 and 2 and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in this program.

(b) The District may elect to provide additional health care providers for employees employed after September 30, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

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

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

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees

and union representatives are entitled to review copies of the actual plan description upon advance request.

**SECTION C: OPTICAL AND DENTAL:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

**SECTION D: SHORT-TERM DISABILITY INSURANCE PROGRAM**

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

**SECTION E: ANNUAL LEAVE:**

1. In accordance with D.C. Official Code §1-612.03 (2001 Edition), full-time employees covered by the terms of this agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.



3. Employees shall be eligible to use annual leave in accordance with the District of Columbia laws.

**SECTION F: SICK LEAVE:**

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

2. Part-time employees for whom there has been established in advance a regular tour of duty of a definite day or hour of any day during each administrative workweek of the biweekly pay period shall earn sick leave at the rate of one (1) hour for each twenty (20) hours of duty. Credit may not exceed four (4) hours of sick leave for 80 hours of duty in any pay period. There is no credit of leave for fractional parts of a biweekly pay period either at the beginning or end of an employee's period of service.

**SECTION G: OTHER FORMS OF LEAVE:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m) (2001 Edition).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local government to the extent provided in D.C. Official Code §1-612.03(l) (2001 Edition).

3. **Funeral Leave:**

a. An employee is entitled to two (2) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

b. For the purpose of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" (as defined in D.C. Official Code §32-701 (2001 edition), and related laws), and parents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof. For the purposes of certification of leave, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate upon the Employer's request.

c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n) (2001 Edition).

#### **SECTION H: PRE-TAX BENEFITS:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

#### **SECTION I: RETIREMENT:**

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

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

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

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

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



**2. CIVIL SERVICE RETIREMENT SYSTEM: SPECIAL  
RETIREMENT PROVISIONS FOR LAW ENFORCEMENT OFFICERS:**

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

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

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

**3. DEFINED CONTRIBUTION PENSION PLAN:**

**Section A:**

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

- (1) All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan.
- (2) As prescribed by §1-626.09(c) of the D.C. Official Code (2001 Edition) after the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan; there is no employee contribution to the Defined Contribution Pension Plan.
- (3) As prescribed by §1-626.09(d) of the D.C. Official Code (2001 Edition) the District shall contribute an amount not less than an additional .5% of a detention officer's base salary to the same plan.
- (4) Compensation Units 1 and 2 Joint Labor Management Technical Advisory Pension Reform Committee
  - (a) Establishment of the Joint Labor-Management Technical Advisory Pension Reform Committee (JLMTAPRC or Committee)

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

deferred compensation component and a defined benefit component.

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

(b) Composition of the JLMTAPRC

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

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

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

(d) Duration of the Committee

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

#### **4. TIAA-CREF PLAN:**

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

#### **SECTION J: HOLIDAYS:**

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) the following legal public holidays are provided to all employees covered by this agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) Emancipation Day, April 16<sup>th</sup>;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year;  
and
- (k) Christmas Day, December 25th of each year.

2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

### **ARTICLE 7 OVERTIME**

#### **SECTION A: Overtime Work:**

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

**SECTION B: Compressed, Alternate and Flexible Schedules:**

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

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

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

**SECTION C:**

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

**SECTION D:**

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

**SECTION E:**

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

**ARTICLE 8  
INCENTIVE PROGRAMS**

## **PART I - SICK LEAVE INCENTIVE PROGRAM:**

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

### **SECTION A:**

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

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

### **SECTION B:**

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

### **SECTION C:**

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

### **SECTION D:**

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

### **SECTION E:**

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

## **SECTION F:**

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

## **PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:**

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

## **ARTICLE 9**

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

#### **SECTION A: CALL-BACK**

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

#### **SECTION B: CALL-IN**

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

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

#### **SECTION C: ON-CALL**

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

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



**SECTION D: HOLIDAY PAY**

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

**SECTION E: NIGHT DIFFERENTIAL**

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

**SECTION F: PAY FOR SUNDAY WORK**

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

**SECTION G: ADDITIONAL INCOME ALLOWANCE FOR CHILD AND FAMILY SERVICES**

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

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

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

**ARTICLE 10  
MILEAGE ALLOWANCE**

**SECTION A:**

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

**SECTION B:**

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

**SECTION C:**

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

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

**SECTION D:**

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



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

**SECTION E:**

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

**ARTICLE 11**

**ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT**

**SECTION A:**

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

**SECTION B:**

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

**ARTICLE 12**

**BACK PAY**

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

**ARTICLE 13**

**DUTY STATION COVERAGE**

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

## **ARTICLE 14**

### **GRIEVANCES**

#### **SECTION A:**

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

#### **SECTION B:**

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

## **ARTICLE 15**

### **LOCAL ENVIRONMENT PAY**

#### **SECTION A:**

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

#### **SECTION B:**

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

### **SECTION C:**

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

### **SECTION D:**

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

### **SECTION E:**

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

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

- High Work

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

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

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

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

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

**SECTION F:**

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

**ARTICLE 16  
NEWLY CERTIFIED BARGAINING UNITS**

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

**ARTICLE 17  
TERM AND TEMPORARY EMPLOYEES**

The District of Columbia recognizes that many temporary and term employees have had their terms extended to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

**SECTION A:**

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

**SECTION B:**

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

**SECTION C:**

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

**SECTION D:**

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

**SECTION E:**

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

**SECTION F:**

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

**SECTION G:**

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

## **ARTICLE 18**

### **SAVINGS CLAUSE**

#### **SECTION A:**

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

#### **SECTION B:**

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

## **ARTICLE 19**


### **DURATION**

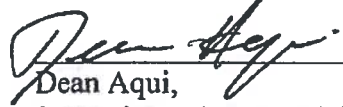
This Agreement shall remain in full force and effect through September 30, 2017. On this \_\_\_\_\_ day of \_\_\_\_\_ 2013, and as witness the parties hereto have set their signature.

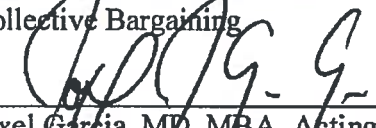
**Compensation Units One and Two Collective Bargaining Agreement**

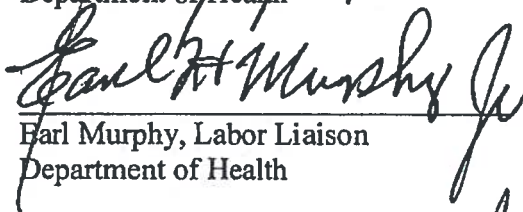
Signed: July, 2013

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

  
Natasha Campbell, Director  
Office of Labor Relations and  
Collective Bargaining

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

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

  
Earl Murphy, Labor Liaison  
Department of Health

  
William Howland, Director  
Department of Public Works

  
Kwelli Sneed, Labor Liaison  
Department of Public Works

  
Cathy Lanier, Chief  
Metropolitan Police Department


**FOR THE UNIONS**

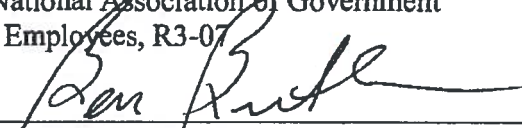
  
Geo T. Johnson, Chief Negotiator  
Compensation Units 1 and 2

  
James Ivey, President  
AFSCME Local 2091

  
Miranda Gillis, President  
AFGE Local 2725

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

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

  
Ben Butler, President  
AFGE Local 2741

  
Cynthia Perry, Staff Representative  
1199 NUCHHE

Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2013

\_\_\_\_\_  
Mark Viehmeyer, Labor Liaison  
Metropolitan Police Department

Lisa Wallace  
Lisa Wallace, Vice President  
SEIU 1199E-DC

Kenneth Ellerbe  
Kenneth Ellerbe, Chief  
DC Fire and Emergency Medical Services

Cliff Lowrey  
Clifford Lowrey, President  
AFGE Local 1975

\_\_\_\_\_  
Brian Lee  
DC Fire and Emergency Medical Services

\_\_\_\_\_  
Sabrina Brown, President  
AFSCME Local 2401

Jesús Aguirre  
Jesús Aguirre, Director  
Department of Parks and Recreation

\_\_\_\_\_  
Reginald Walker, President  
AFSCME Local 1200

Jamarj Johnson  
Jamarj Johnson, Labor Liaison  
Department of Park and Recreation

Cliff Dedrick  
Cliff Dedrick, President  
AFSCME Local 2743

Lucinda Babers  
Lucinda Babers, Director  
Department of Motor Vehicles

\_\_\_\_\_  
Kenneth Lyons, President  
AFGE Local 3721

\_\_\_\_\_  
Odessa Nance, Labor Liaison  
Department of Motor Vehicles

Robert Hollingsworth  
Robert Hollingsworth, President  
AFSCME Local 2776


Terry Bellamy  
Terry Bellamy, Director  
Department of Transportation


Antoinette White-Richardson  
Antoinette White-Richardson, President  
AFSCME Local 1808





Compensation Units One and Two Collective Bargaining Agreement


Signed: July, 2013

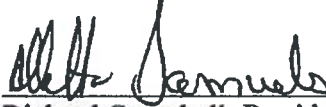
  
Melissa Williams, Labor Liaison  
Department of Transportation


  
Robert Mayfield, President  
AFGE Local 2978


  
Thomas Faust, Director  
Department of Corrections

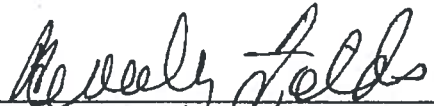
  
Timothy Traylor, President  
AFGE Local 383


  
Paulette Johnson-Hutchings,  
Labor Liaison  
Department of Corrections


  
~~Richard Campbell~~, President Ailleta Samuels  
AFGE Local 1000


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


  
Walter Jones, President  
AFSCME Local 2087

  
Beverly Fields, Labor Liaison  
Office of the Chief Medical Examiner


  
Barbara Milton, President  
AFGE Local 631


  
Brian Hanlon, Director  
Department of General Services

  
Antonio Reed, President  
NAGE R3-05

  
Cecelia Banks, Labor Liaison  
Department of General Services

  
Cedric Crawley  
FOP-DYRSLC

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

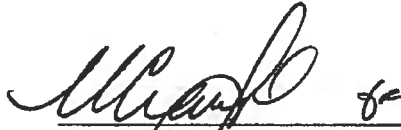
  
Darren Roach, President  
AFSCME Local 877

**Compensation Units One and Two Collective Bargaining Agreement**

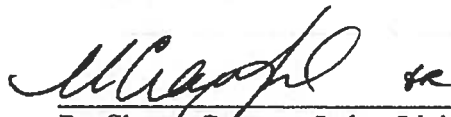
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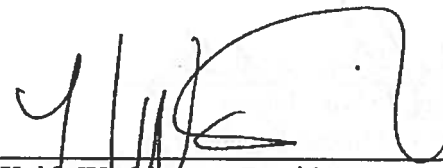
\_\_\_\_\_  
Amy Mauro, Labor Liaison  
Office of Risk Management

\_\_\_\_\_  
Sheila Bailey-Wilson, President  
AFSCME Local 709

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

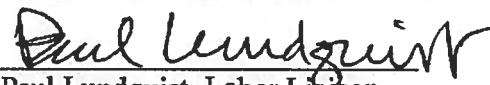
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Johnnie Walker, Representative  
AFGE Local 3444

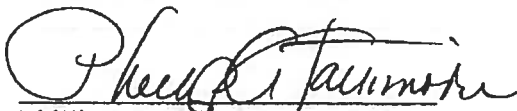
  
\_\_\_\_\_  
RaeShawn Crosson, Labor Liaison  
Office of the State Superintendent  
Of Education

  
\_\_\_\_\_  
Keith Washington, President  
AFSCME Local 2092

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

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Mary Horne, President  
AFSCME Local 2095

  
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Paul Lundquist, Labor Liaison  
Office of the Chief Financial Officer

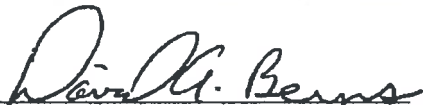
  
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Phillip A. Lattimore, III, Director  
Office of Risk Management

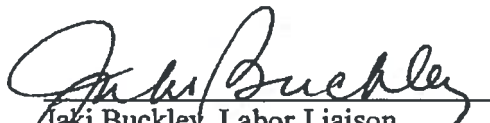
  
\_\_\_\_\_  
Wayne M. Turnage, Director  
Department of Health Care Finance

Compensation Units One and Two Collective Bargaining Agreement

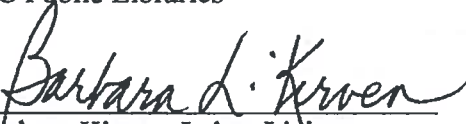
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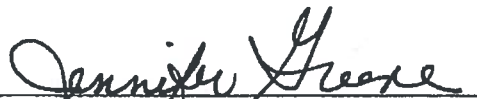
\_\_\_\_\_  
Portia Shorter, Labor Liaison  
Department of Health Care Finance


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David Berns, Director  
Department of Human Services

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Jaki Buckley, Labor Liaison  
Department of Human Services

\_\_\_\_\_  
Ginnie Cooper, Executive Director  
DC Public Libraries

\_\_\_\_\_  
  
Barbara Kirven, Labor Liaison  
DC Public Libraries

\_\_\_\_\_  
  
Jennifer Green, Director  
Office of Unified Communications

\_\_\_\_\_  
  
Armita Bonner-Evans, Labor Liaison  
Office of Unified Communications

**Compensation Units One and Two Collective Bargaining Agreement**

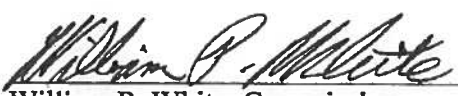
Signed: July, 2012


\_\_\_\_\_  
Gustavo F. Velasquez, Director  
Office of Human Rights


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Ayanna Lee, Labor Liaison  
Office of Human Rights

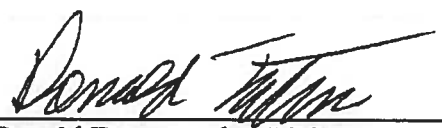
  
\_\_\_\_\_  
Lisa Maria Mallory, Director  
Department of Employment Services

\_\_\_\_\_  
Rahsaan J. Coefield, Labor Liaison  
Department of Employment Services

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

  
\_\_\_\_\_  
Margaret Schruender, Labor Liaison  
Department of Insurance, Securities  
And Banking

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

  
\_\_\_\_\_  
Donald Tatum, Labor Liaison  
Department of Consumer and  
Regulatory Affairs

**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

\_\_\_\_\_  
Keith Anderson, Director  
Department of the Environment

\_\_\_\_\_  


Denise Rivera-Portis, Labor Liaison  
Department of the Environment

\_\_\_\_\_  
Michael Kelly, Director  
Department of Housing and  
Community Development

\_\_\_\_\_  


Angela Nottingham, Labor Liaison  
Department of Housing and  
Community Development

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

\_\_\_\_\_, Labor Liaison  
University of the District of Columbia

\_\_\_\_\_  


Neil Stanley, Director  
Department of Youth Rehabilitation  
Services

\_\_\_\_\_  
Tania Mortensen, Labor Liaison  
Department of Youth Rehabilitation  
Services

\_\_\_\_\_  

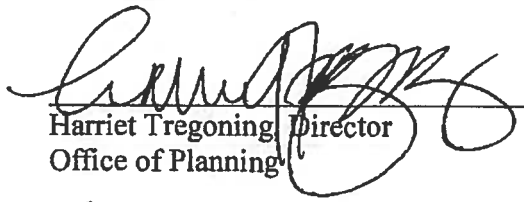

Vikkie Garay, Labor Liaison  
Department of General Services

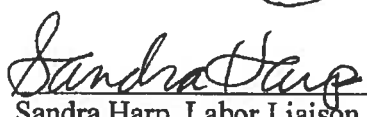
**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

\_\_\_\_\_  
Ron M. Linton, Commissioner  
DC Taxicab Commission

\_\_\_\_\_  
Patty Mason, Labor Liaison  
DC Taxicab Commission

  
\_\_\_\_\_  
Harriet Tregoning, Director  
Office of Planning

  
\_\_\_\_\_  
Sandra Harp, Labor Liaison  
Office of Planning

\_\_\_\_\_  
Eric E. Richardson, Executive Director  
Office of Cable Television

\_\_\_\_\_  
Angela Harper, Labor Liaison  
Office of Cable Television

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

\_\_\_\_\_  
Christina Fleps, Labor Liaison  
Office of the Chief Technology Officer

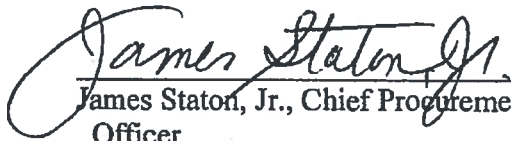
**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012



Laura L. Nuss, Director  
Department of Disability Services

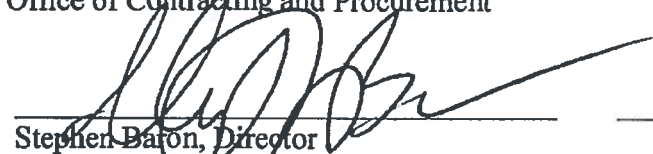
Kehinde Asuelimen, Labor Liaison  
Department of Disability Services



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



Shirley Darrin, Labor Liaison  
Office of Contracting and Procurement



Stephen Baron, Director  
Department of Mental Health



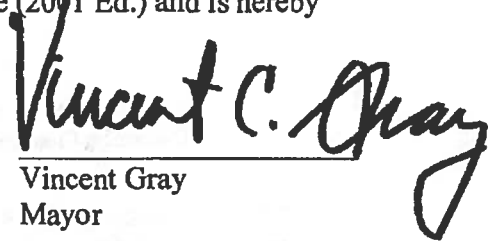
Frankie T. Wheeler, Director,  
Human Resources  
Department of Mental Health



Brendolyn McCarty-Jones, Labor Liaison  
Department of Mental Health

## APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated April 12, 2012, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this 27 day of July, 2013.

  
Vincent Gray  
Mayor



APPENDIX A

Memorandum of Understanding


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

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

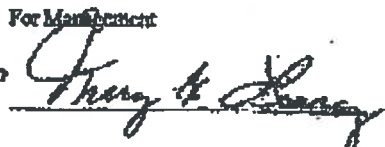
Furthermore, the Parties hereby agree that the District and the Unions shall commence a joint labor-management classification and compensation collaborative review of District jobs. This project shall examine the current classification and compensation systems in order to ensure that job classifications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

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

For Labor

  
David Joel Schleim

For Management

  
Cheryl B. Hargis

January 30, 2001

## **APPENDIX B**

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

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

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

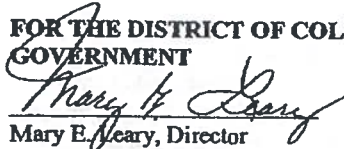
The Joint Task Force classification review will begin in August 2003, with a review of positions in the clerical/administrative occupational group and specific classification series and/or positions, which the Joint Task Force has determined, requires immediate review. The Joint Task Force has agreed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

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

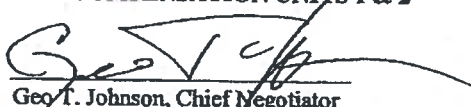
Further, the contracting parties agree that amounts hereafter designated through collective bargaining for classification and compensation collaborative review under the terms of the FY 2004 to FY2006 Compensation Units 1 and 2 Agreement, shall be accorded similar treatment for purposes of implementation.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

AGREED, this 26<sup>th</sup> day of August, 2003.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

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

**FOR COMPENSATION UNITS 1 & 2**

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

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

*Union Proposal  
2/1/06*

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

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

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

*mel  
2/1/06  
G.T.S.  
2/1/06*

**WORKING CONDITIONS BARGAINING AGREEMENT**

**BETWEEN**

**THE GOVERNMENT OF THE DISTRICT OF  
COLUMBIA**

**AND**

**THE DISTRICT OF COLUMBIA NURSES  
ASSOCIATION**

**(COMPENSATION UNIT 13)**

**EFFECTIVE**

**FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020**

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## **PREAMBLE**

### **SECTION A:**

This Agreement is entered into between the District of Columbia, hereinafter referred to as the Employer or Management or District, and the District of Columbia Nurses Association, hereinafter referred to as the Union, the Association, or DCNA, and covers employees in Compensation Unit 13 who are represented by DCNA. The Employer and Union are jointly referred to herein as "the Parties".

### **SECTION B:**

1. This preamble is intended to provide the background and purpose of the collective bargaining agreement (Agreement herein). Alleged violations of the Preamble per se will not be cited as contract violations.
2. The Employer and the Union recognize the need to provide professional, efficient nursing services to the public and to maintain and increase the quality of the nursing services. The Parties mutually agree to continue working toward this goal. The Parties have been afforded the opportunity to put forth all their proposals and to bargain in good faith. The Parties agree that this Agreement expresses the result of their negotiations and affirms without reservation the contents of this Agreement. Therefore, to ensure the stability of the Agreement, no new provisions shall be proposed during its term unless provided for elsewhere in the Agreement or such proposals are entertained by mutual agreement of the Parties.

### **SECTION C:**

1. The Employer and the Union agree that in all instances in the Agreement (except as stated) in which the feminine form of the third person is used, such pronoun shall refer to both male and female employees.
- 2, Now therefore, in consideration of the mutual covenants and promises contained herein, the Employer and the Union do hereby agree as follows:

## **RECOGNITION**

### **SECTION A:**

The District of Columbia Nurses Association has been certified as the exclusive collective bargaining representative for the following appropriate unit (the Unit) herein:

"All full-time registered nurse positions at all agencies under the personnel authority of the Mayor of the District of Columbia and the District of Columbia Child and Family Services Agency, , management executives, confidential employees, supervisors, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in



administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978."

## **SECTION B:**

Should the Public Employee Relations Board certify or modify any collective bargaining unit as under the exclusive collective bargaining representation of DCNA, the District of Columbia will recognize the DCNA as such. The parties shall proceed promptly to negotiate concurrently any working conditions, other non-compensation matters, and coverage of the compensation agreement.

## **SAVINGS**

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

Upon such an occurrence both parties will, if appropriate, immediately meet and enter into negotiations of the specific portion of the Agreement declared illegal by law to arrive at a substitute clause for the invalidated section.

## **DURATION**

This Agreement shall be in full force and effect from the date this Agreement is signed by the Mayor. This Agreement shall be implemented in accordance with the requirements of the District of Columbia Comprehensive Merit Personnel Act of 1978, as amended, D.C. Official Code Section 1-617.15. (2001 Ed.). The Agreement shall be automatically renewed from year to year thereafter until changed by the parties in the following manner: written notice at least ninety (90) days and not more than 180 days prior to the stated termination date of its desire to renegotiate this Agreement. Upon a mutually agreeable date, after notice of the renegotiation is given and all legal procedures have been followed, the parties will exchange proposed changes in the contract simultaneously.

## **FINALITY OF AGREEMENT**

The Parties acknowledge that this Agreement represents the complete agreement of the Parties arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter. The parties waive the right to negotiate with respect to any matter referred to or not referred to herein for the duration of the Agreement, except that matters not covered herein may be negotiated upon mutual agreement of the parties.

## **PART I: NON-COMPENSATION**

### **ARTICLE 1: UNION SECURITY AND DUES DEDUCTIONS**

#### **SECTION A:**

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

#### **SECTION B:**

Consistent with D.C. Official code (2001 ed.), Management agrees to deduct dues from each employee's bi-weekly pay upon authorization on D.C. Form 277 or other appropriate form. An Employee's Dues Authorization Form along with Form 277, or other appropriate form, shall be forwarded to the Office of Labor Relations and Collective Bargaining. Dues withholding authorization may be cancelled upon written notification to the Union and Management. When Union dues are cancelled, Management shall withhold a service fee in accordance with Section C of this Article.

#### **SECTION C:**

The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of 10 cents per deduction per pay period.

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, and as provided by D.C. Official Code §§ 1-617.07 and 1-617.11(a), upon the Union's request that employees who do not pay Union dues shall pay a services fee amount (not to exceed Union dues) consistent with law, the Employer shall withhold the requested service fee. The Union retains the sole responsibility to develop and maintain procedural safeguards consistent with existing applicable law with regard to the administration of the payments of service fees.

#### **SECTION D:**

Payment of dues or service fee shall not be a condition of employment.

#### **SECTION E:**

The Union shall indemnify, defend and otherwise hold the Employer harmless for mistakes, omissions, timely deductions made or not made, etc., for deductions provided to the Union under this Article. Should any employee pursue a claim for recovery of any monies, it shall be a matter solely between the Union and the employee. Whenever it has been shown that the dues or service fees have been incorrectly deducted and forwarded to the Union, the Union shall refund them. The District Government shall only be liable to the Union for any dues or service fees deducted from the employee's pay.

## **SECTION F:**

1. The service fees for bargaining unit employees who are not members of the union shall be equal to the proportionate share of the Union's costs of negotiating and administering the collective bargaining agreement and adjusting the grievances and disputes of collective bargaining unit employees.
2. Employees hired subsequent to the effective date of this Agreement when a service fee is in effect shall normally have the service fee of Union dues withheld no later than the beginning of the third pay period after his/her date of entry on duty.
3. The Union shall be solely responsible for providing notices to bargaining unit employees who are not members and for maintaining procedures consistent with the constitutional rights of employees. Should the Union's annual "Hudson Plan" result in any challenges or objections, the arbitration award shall establish the amount of service fees for non-member employees. The Union shall annually, on the first Monday in January, notify management of the pro-rata amount to be paid for service fees and the results of any arbitration award should it result in a change in service fees payable by any unit member.

## **SECTION G:**

When a service fee is not in effect, the Union may require that an employee who does not pay dues or a service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in arbitrations, grievance or adverse action proceedings in accordance with provisions of the CMPA.

## **ARTICLE 2: EMPLOYEE LISTS**

Upon written request, the Employer, through the Office of Labor Relations and Collective Bargaining, shall furnish the Union a list of all employees in the bargaining unit including:

1. responsibility center;
2. last name, first name;
3. position title;
4. grade/step;
5. tour of duty;
6. DC appointment date; and
7. termination date, code and reason for termination In addition, on a monthly basis the Agency shall supply a list of new hires and separations.

## **ARTICLE 3: UNION RIGHTS**

### **SECTION A: UNION ACTIVITIES ON EMPLOYER'S TIME AND PREMISES**

1. The Employer agrees that during working hours, on the Employer's premises and without loss of pay, Union representatives shall be allowed to:
  - a. Post Union notices on designated bulletin boards;
  - b. Transmit communications authorized by the Union's Executive Director to the Employer or its representative;
  - c. Consult with the Employer, his/her representative, District or local officials, other Union representatives or employees, concerning the enforcement of any provisions of the Agreement.
2. Any collection of Union dues on the Employer's premises, solicitation of membership and distribution of literature shall be confined to the non-working time of all employees involved, except as provided below.

### **SECTION B: VISITS BY BARGAINING UNIT REPRESENTATIVES**

The Employer agrees that authorized representatives of the DCNA shall have access to the premises of the Employer during working hours to conduct Union/Management business. Advance notification will be given to the appropriate supervisor of the facility to be visited to permit scheduling that will cause a minimum disruption of work activities. If the time requested in the notice is not possible, the visit will be rescheduled within three (3) working days for a specific date and time.

### **SECTION C: BULLETIN BOARDS**

1. The Employer agrees to provide bulletin board space where notices of official Union matters may be posted by the DCNA. Provisions will be made for DCNA use of space on existing bulletin boards in all bargaining unit facilities.
2. Notices shall not contain any political, derogatory or libelous statements or materials. The Agency agrees to notify the Union upon determination that such materials violate this section. The Union agrees to remove any material in violation of this Section not more than three (3) working days from the Department's request.

## **ARTICLE 4: BARGAINING UNIT REPRESENTATIVES**

### **SECTION A: BARGAINING UNIT REPRESENTATIVES**

1. Unit representatives shall be designated by the Union and shall be recognized as employee's representatives. The Union shall supply the labor liaison at each agency with lists of names of unit representatives and areas of assignments, which shall be posted on appropriate bulletin boards. Copies of such lists shall also be provided to the Office of

Labor Relations and Collective Bargaining (OLRCB). The Union shall notify the labor liaison at each Agency of changes in the roster of representatives within ten (10) days of such change. A copy of such changes shall also be provided to the OLRCB.

Representatives are authorized to perform and discharge representational activities and responsibilities, which may be assigned to them under the terms of this Agreement. In the event such performance would require the employee to leave his/her post of duty, he/she must first obtain the permission of his/her immediate supervisor and the supervisor in the area he/she will visit to permit scheduling that will cause a minimal disruption of work activities. Requests for official time must be submitted on the form that is attached hereto as Appendix A.

2. Union representational rights, as established by the Agreement, will be extended only to those individuals designated on those lists provided to Management as referenced in this Article. For the purpose of this Agreement, the term "Union Representatives" and 'bargaining unit representatives' includes Union stewards and officers.

#### **SECTION B:**

In assigning Representatives, the Union will make every effort to designate an equitable distribution of Representatives. The Union will work toward establishing an equitable distribution of representatives at the division level.

#### **SECTION C:**

Any leave of absence for bargaining unit business shall be in accordance with the contract. The Employer has the right to grant or deny leave of absence (without pay) or annual leave for the purpose of attending a Union sponsored convention, caucus, conference, or training seminar. Employees must submit a request for leave of absence (without pay) or annual leave two (2) weeks prior to the date of such event. The Employer may grant leave only if the employee can be released from his/her duties at that time.

#### **SECTION D:**

1. The Agency shall provide Union representatives official time in the manner hereinafter described to receive, investigate, prepare and present grievances. For purposes of this Article, preparation does not encompass drafting, editing, or legal research of arguments, briefs or memoranda involving matters before an arbitrator, administrative forum or court.
  - a. When it is necessary for contacts to be made between employees and Union Representatives in connection with the prosecution of a grievance/complaint the Union representative who desires the meeting shall request authorization from his/her immediate supervisor to be relieved from duty for this purpose. Such request will include a general statement regarding the nature of the meeting (i.e. to process a grievance/complaint) and notification of the location to be visited.

Requests for official time must be submitted on the form that is attached hereto as Appendix A.

- b. If it is necessary for an employee to leave his/her immediate work area, the employee shall contact the supervisor of the employee's work area who he/she is contacting. The supervisor shall advise the employee if the employee to be contacted can be relieved of his/her duties. Such arrangements, as described above, shall be coordinated prior to the requesting employee leaving his/her work area. Upon return to his/her work area, each employee shall report to his/her supervisor that he/she is ready to return to his/her tour of duty.
  - c. Upon request, employees shall be granted administrative leave, to be estimated in advance, upon individual request within their scheduled working hours to present their own grievances or complaints to Management consistent with the D.C. Official Code § 1-617.06 (2001 Ed.).
  - d. Union stewards shall be granted official time authorized as administrative leave, to be estimated in advance, to investigate, receive, and present grievances or complaints in accordance with the negotiated grievance procedure.
- 2. The Department agrees that permission for Union representatives/employees to conduct Union representational activities as defined in Section F below will not be unreasonably delayed; however, the Union recognizes that workload and scheduling considerations will not always allow for release of Union representatives/employees from their assignments, nor shall the presentation or receipt of a grievance or complaint interfere with the performance and reporting requirements of employees. Supervisors disapproving official time for representational activities shall provide a written statement setting forth the reasons therefore, notwithstanding the language on the Official Time Form.
  - 3. The Union agrees that an employee who requests Union representation shall be represented at each stage of the grievance procedure by no more than one (1) Union/employee representative, provided that one (1) DCNA staff member may also attend at any step. However, one (1) additional person may attend for training purposes.

## **SECTION F:**

Bargaining unit business as used in this Article is defined as follows:

- 1. Preparation and presentation of grievances and appeals.
- 2. Consultation between Union representatives and authorized management officials affecting employees in bargaining unit.
- 3. Representation on committees established under this agreement.
- 4. Representation on the Partnership Council or committees, subcommittees or task forces established by the Council.
- 5. Preparation, investigation and participation in matters before the Public Employee Relations Board.

## **SECTION G:**

In no case will internal Union business be conducted on official time, but rather the employee must request annual leave or leave without pay for internal Union business or Union-only training. The Employer recognizes however, that Union members may be authorized administrative leave to attend contract ratification meetings.

## **SECTION H:**

Where committees are established pursuant to this Agreement, the Union will provide the Employer with a list of bargaining unit members and alternates designating the committee(s) they will serve on. The Union shall notify the Employer of changes in the list within ten (10) days of such change. Committee representation shall be provided only to those members and alternates designated on such list.

## **SECTION I:**

The Employer shall endeavor to locate two (2) excess file cabinets near the program area of the union president for the exclusive use of the Union. Should the union desire to have a facsimile machine and separate line for the exclusive use of the Union, the Union shall contact the Labor Liaison and arrange to have it installed and maintained at the expense of the Union.

## **ARTICLE 5: DISCRIMINATION**

### **SECTION A: EQUAL EMPLOYMENT OPPORTUNITY**

1. Management and the Union agree to cooperate in providing equal employment opportunity for all members of the bargaining unit. The Employer pledges to ensure enforcement of the D.C. Human Rights Law, D.C. Official Code Section 2-1401, et seq. (2004).
2. Alleged violations of this Article shall be subject solely to the provisions of Equal Employment Opportunity Rules Governing Complaints of Discrimination in the District of Columbia Government, 31 D.C. Reg. 56 (January 6, 1984), and are not grievable under the grievance/arbitration provisions of this collective bargaining agreement.

### **SECTION B: SEXUAL HARASSMENT**

No employee shall be subject to sexual harassment. A statement of commitment to this principle will be posted where notices to employees are generally posted. Complaints of sexual harassment will be brought to the appropriate management official's attention and will be expeditiously investigated. If, after a claim of sexual harassment is resolved, the employee feels unable to continue in his/her job he/she may apply for a transfer; transfers will be accomplished in accordance with applicable regulations and this Agreement.

## **ARTICLE 6:     STRIKES AND LOCKOUTS**

1.     It shall be unlawful for any District Government employee or the Union to participate in, authorize or ratify a strike against the District. The term "strike" as referred to herein means a concerted refusal to perform duties or any concerted work stoppage or slowdown not authorized by the Employer. The Union agrees that it has an affirmative duty to disavow any strike, and to publicly encourage employees to return to work, in accordance with the Comprehensive Merit Personnel Act, D.C. Official Code Sections 1-617.04 and 1-617.05.
2.     No lockout of employees shall be instituted by the Employer during the term of this Agreement, except that the Employer retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

## **ARTICLE 7:     ORIENTATION**

### **SECTION A:     GENERAL ORIENTATION**

1.     New nurses shall be given general orientation for bargaining unit employees followed by specific orientation to the program area assigned. General orientation shall include, but not be limited to the following:
  - a.     An explanation of the organizational structure of the Agency;
  - b.     The Agency's policies and procedures as they relate to the performance of the employee's duties;
  - c.     Legal rights of clients and staff including HIPAA; and,
  - d.     Familiarization with allied patient services and employee benefits.
2.     All unit orientations for newly assigned/reassigned nurses will vary in length of time depending on the area and individual nurse's ability and experience as determined by the nurse's supervisor.
3.     Orientation of nurses will include orientation to all units to which the employee is assigned.
4.     When the Agency contemplates the assignment of the employee to a different work area/location or unit, the Agency shall provide unit specific orientation
5.     The orientation program shall be structured and in writing to allow monitoring of the implementation and the progress of the employee.
6.     Rehires and inter- or intra-agency transfers will receive orientation as required. Such orientation period may vary depending on the experience of the nurses.



## **SECTION B: STAFFING PATTERN**

For the purpose of patient coverage, a nurse being oriented is not to be considered as a regular staff member in the staffing pattern of the unit.

## **SECTION C: UTILIZATION**

A nurse being oriented is not to be utilized during her orientation period to provide coverage. A nurse can only be utilized before the conclusion of their orientation period during an emergency situation as defined by Article 28 of this Agreement.

## **SECTION D: ORIENTATION MATERIALS**

Appropriate materials shall be provided for review. Orientation schedules will include an outline of the content to be included.

## **SECTION E: UNION ORIENTATION**

A Union representative will be given thirty (30) minutes during orientation to explain the role and status of the Union to new employees. The Union will provide each new employee with an orientation package including the current contract, membership application and other literature regarding the Union. Management shall notify the designated representative of DCNA of the orientation schedule no later than fourteen calendar days prior to the date of orientation.

## **SECTION F: AGENCY REFERRALS**

1. The Employer recognizes that it may receive referrals from other agencies, resulting in the assignment of additional duties to bargaining unit employees. The Employer shall, prior to assigning bargaining unit employees referrals, provide thorough and complete orientation on the agency's policies, procedures, guidelines and protocols relating to all aspects of the referral (including legal requirements and court responsibilities, if applicable).
2. If extensive additional job duties are required due to the high acuity of referred clients, the supervisor will work with individual employees to provide additional orientation and determine the impact on scheduled caseload.
3. Management shall insure that nursing policies and procedures are promulgated and in effect throughout all divisions, offices and programs. Management shall insure that bargaining unit employees receive orientation on all relevant promulgated policies and procedures and are provided a copy of such.

## **ARTICLE 8: LABOR-MANAGEMENT COMMITTEE**

Upon the request of either party, there shall be labor-management committees for each Agency established and maintained during the course of this Agreement, which shall be comprised and function as follows:

1. The management side shall consist of either: the Agency Director or his or her designee, a representative of the highest level of nursing management in the respective Agency; and up to two other persons whose presence is determined by the Employer to be necessary for discussion of the agenda items. Additional participants may be added by the Agency if necessary for discussion of agenda items, but the number shall not be unreasonably large.
2. The Labor side shall consist of the Chapter Chairperson, the DCNA representative responsible for collective bargaining with the Employer, and up to two persons whose presence is determined by the Union to be necessary for discussion of the agenda items. Additional employee participants may be added by DCNA if necessary for discussion of agenda items, but the number shall not be unreasonably large.
3. The Committee shall meet upon the request of either party at a mutually agreed upon time that will assure attendance of the Committee members.
4. At least five (5) working days before the scheduled meeting date, the Parties shall exchange agendas listing the subjects proposed for discussion. The agenda may be amended upon notice at least two (2) days in advance. The parties shall try to avoid postponing the meetings. The scheduled meetings may be cancelled by either party if an agenda is not presented five (5) working days in advance of said meeting.
5. Topics for discussion may include any issue relating to working conditions that could affect members of the bargaining unit. Grievances may be discussed upon mutual agreement. Nothing shall be agreed to in these meetings that will have the effect of altering or amending the Agreement.
6. Reasonable efforts will be made to schedule committee and subcommittee meetings on working time of all members. Union officials who are scheduled to work at the time of a meeting will receive appropriate time to attend meetings, including if necessary, meetings in Section 7 of this Article. In no case, will overtime be paid to anyone as a result of the implementation of this Article.
7. If necessary, based on the mutually agreed upon need to address District- or Agency-wide issues, labor-management meetings may be convened. The Committee members for the respective sides shall consist of all individuals referenced in Subsections 1 and 2 above.

## **ARTICLE 9: MERIT PROMOTION**

### **SECTION A:**

Bargaining unit vacancies and promotion opportunities shall be filled in accordance with D.C. government rules and regulations, and this Agreement, as applicable.

### **SECTION B: POSTING**

Vacancy announcements shall be posted by the Employer within five (5) working days after receipt from the District of Columbia Office of Personnel.

#### **SECTION C:**

1. Any unit member who applies for a vacancy in a higher graded position will be considered for that position if he/she is qualified, in accordance with established rules and regulations and this Agreement.
2. Management has the right to determine job qualifications, provided they are limited to those factors directly required to satisfactorily perform the job.

#### **SECTION D:**

1. Where two of the best qualified candidates for unit positions are equal, as determined by the Department, the employee with the longest continuous service as a registered nurse with the Department or its predecessors, or Federal government agencies as presently recognized will be selected.
2. Upon any selection from a list of best qualified applicants for bargaining unit positions, the Union, upon request, shall be notified of the result and rationale of the selection.

#### **SECTION E:**

No employee may grieve non-selection unless there has been a procedural violation of the D.C. government rules and regulations and/or this Agreement. Complaints of non-selection due to discrimination are appealable to the D.C. Office of Human Rights and are not subject to the negotiated grievance procedure.

### **ARTICLE 10: WORK SCHEDULE**

#### **PART 1: WORK SCHEDULES FOR EMPLOYEES IN CLINICAL WORK AREAS SECTION**

##### **SECTION A: POSTING OF WORK SCHEDULES**

1. Time schedules are to be posted at least five (5) to eight (8) weeks in advance. If, due to an unavoidable emergency in which the scheduler is unable to provide minimum coverage for patient care, the scheduler may request employees to work different shifts than those originally posted. Volunteers must be solicited before making such changes. At least five (5) calendar days' notice will be given for involuntary changes. An emergency is any situation that develops suddenly and/or unexpectedly or an unforeseen combination of circumstances and results thereof that demands immediate action. An emergency is not chronic or recurring shortages of staff.
2. All requests for extended annual leave are to be submitted prior to the posting of a work schedule.

3. Thereafter, nurses requesting annual leave or sick leave (for scheduled appointments) must make their own arrangements for replacements without the use of overtime. The scheduler will assist the nurses in emergency situations.

## **SECTION B: GUARANTEE OF WEEKENDS OFF**

The Employer will schedule each nurse every other weekend off. This provision shall be suspended under emergency situations or upon mutual agreement between individual employees and the Employer. An emergency is any situation that develops suddenly and/or unexpectedly or an unforeseen combination of circumstances and results thereof that demands immediate action. For the purposes of this section, the term "weekend" shall mean Saturday and Sunday. The determination of whether a shift is considered a Saturday or Sunday shift shall be in accordance with existing practices.

## **PART 2: WORK SCHEDULES FOR EMPLOYEES IN NON-CLINICAL WORK AREAS**

### **SECTION A: SHIFT SCHEDULING**

1. Management has the right to establish work schedules to satisfy the District's needs to provide services. The Employers will notify the Union at least thirty (30) days prior to the implementation of new work schedules, and will upon request, bargain to the extent permissible by law. However, in applying this provision, the Employer will give consideration to accommodating employees with special needs relating to their work schedule. Requests for such accommodation shall be made in writing, to the employee's immediate supervisor, within five (5) days of notification of the new work schedule.
2. Where permanent shifts exist or are established, qualified volunteers shall be considered. In the event that more than one (1) qualified volunteer requests placement in the available permanent shift, selection shall be based on seniority (entrance on duty (EOD) date). The most senior volunteer, as indicated above, shall be placed in the available permanent shift.

## **PART 3:**

### **SECTION A: ALTERNATIVE WORK SCHEDULES**

1. Prior to implementing an alternative work schedule, the Employer shall notify the Union and, upon request, bargain to the extent permissible by law. Overtime premium pay will be paid in accordance with the AWS policy. Other premiums shall be based on the regularly scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave will be earned at the same number of hours per pay period as for employees on five-day, forty-hour schedules and will be charged on an hour-by-hour basis.
2. Nurses who do not wish to work an alternative work schedule may request to maintain their regular schedule or request to be reassigned to another unit. The Agency shall make reasonable efforts to grant such requests, provided however, that granting the request will not disrupt service to the public.

## **SECTION B: LUNCH**

Each employee scheduled to work at least eight and one-half (8.5) hour shifts shall receive a thirty (30) minute lunch break. Management shall assure that coverage for lunch breaks will be provided where necessary.

## **SECTION C: NEW PROGRAMS AND SERVICES**

In the event that the Employer adds new programs, services, units or divisions, it shall negotiate with Union over the impact and effect on work schedules of bargaining unit members.

## **SECTION D: EMERGENCY SITUATIONS**

The parties understand that work schedules may be temporarily modified to permit the Agency to more effectively respond during health-related incidents requiring increased nursing services to the public or in emergencies. In the case of emergency, such as flood, fire, epidemic, disaster, catastrophe or other unforeseen major contingency, this Agreement shall not be deemed to apply in connection with reasonable measures taken by the Employer for the care and protection of patients, the public, the equipment and buildings, or reasonably necessary to repair and place the same in condition for occupancy.

## **SECTION E: FLEXIBLE SCHEDULE ARRANGEMENTS**

To the extent possible, Management shall provide flexible work schedule arrangements to employees in its discretion.

## **ARTICLE 11: VACATION SCHEDULES**

### **SECTION A: VACATION AND HOLIDAY TIME**

#### **Vacation Time - Annual Leave:**

1. All vacation requests for prime time (May 15th September 15th) must be submitted by March 1st. Vacations will be approved or disapproved by April 1st. Vacation requests for non-prime time must be submitted no later than two (2) weeks before taking the requested vacation in compliance with Article 11, Work Schedule, Section A.
2. CFSA Vacation Time – All requests for leave to be taken from June 15th – September 15th must be submitted by April 1st. Leave will be approved or disapproved by May 1st. Leave requests for periods other than from June 15th to September 15th must be submitted no later than two (2) weeks before taking the requested leave in compliance with Article 11, Work Schedule, Section A.

#### **Holiday Time:**

1. Requests for days off during the holiday season (Thanksgiving through the end of the leave year) must be submitted by September 15. Holiday time will be approved or disapproved by October 15.
2. CFSA - Requests for days off during the holiday season (Thanksgiving through the end of the leave year) must be submitted by October 15. Holiday time will be approved or disapproved by October 31.
3. The Employer will make good faith efforts without resort to overtime to grant at least four (4) consecutive days off during the holiday period, to include scheduled days off, holiday, accrued compensatory time and annual leave.

#### **SECTION B: ANNUAL LEAVE (THREE DAYS OR LESS)**

A request for a short leave of absence shall be answered before the end of the work shift in which the request is submitted. Such requests shall be made during the first half of the shift.

#### **SECTION C: GENERAL PROVISIONS**

1. Leave shall be provided in accordance with the District Personnel Manual and this Agreement. Vacations should not be denied solely on the basis of failure of the employee to comply with the stipulated deadlines for submission of requests. However, if a conflict results due to a late request, the employee who submitted her request in compliance with the deadline will receive priority consideration for the requested time and will not have her approved vacation changed in order to accommodate a late request.
2. An employee will not be denied the opportunity to change a vacation request either before or after it has been approved. Such requests will not conflict with either approved or already submitted vacations.
3. Unless an employee asks to change her vacation, Management will not revoke an approved vacation except in emergencies, such as but not limited to, an unanticipated inability to meet critical minimum staffing needs, major disasters -- either natural or man-made -- or civil disturbances, and then only after consultation with the parties involved.
4. The Employer will consider individual employee circumstances in addition to the needs of the Agency when approving or denying leave requests.

#### **ARTICLE 12: ADMINISTRATION OF OVERTIME**

Voluntary sign-up lists for overtime will be posted with each work schedule posting. The Employer will initiate and maintain a current list of covered employees, and their specialties, who request overtime work. On those occasions when there are more employees available than overtime, work will be assigned to the employees on the list on a rotating basis by length of service as a registered nurse in the Agency/Component, and by specialty. On those occasions when there are not enough volunteers available, overtime will be assigned to employees within the facility according to specialty on a rotating basis starting with the least senior person, except when the need of the program requires otherwise.

## **ARTICLE 13: OFFICIAL TRAVEL**

### **SECTION A:**

The employer agrees to reimburse each bargaining unit employee authorized to use his/her personal car for official business at the rate established for employees of the Federal Government.

### **SECTION B:**

In the event that an employee who is required to travel away from an office environment utilizes his or her personal vehicle, the Department shall provide a government issued notification indicating that the employee is working on government business.

### **SECTION C:**

The Employer shall provide each bargaining unit employee who is required to travel away from an office environment during the workday to perform official duties with a cellular phone or access to a cellular phone for the period that they are away from office. The Employer shall insure that the phone is properly equipped and maintained.

### **SECTION D:**

The Employer shall provide each bargaining unit employee who is required to travel away from an office environment with the opportunity to be transported by a Government vehicle or public transportation or taxi as appropriate.

### **SECTION E:**

The Employer shall provide each bargaining unit employee who is required to travel away from an office environment with the opportunity to be escorted by a security or special police officer if the employee has a reasonable belief that there is imminent threat of harm or danger.

### **SECTION F:**

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

### **SECTION G:**

Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business if a government vehicle is not available may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. § 3721).

## **SECTION H:**

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

## **SECTION I:**

The Employer agrees that employees using public transportation for official business shall be provided bus tokens, fare cards or reimbursements.

# **ARTICLE 14: GRIEVANCE PROCEDURE AND ARBITRATION**

## **SECTION A: GENERAL**

1. This procedure is established for use in the resolution of grievances. The term "Grievance" means a complaint by an employee of the bargaining unit that there has been a violation, misinterpretation or misapplication of this Agreement, or the Compensation Agreement, or a violation, misinterpretation or misapplication of the Agencies or District of Columbia rules, regulations or procedures which adversely affects the bargaining unit member's terms and conditions of employment.
2. No step of this procedure may be skipped except by mutual consent. The time limits set forth in this Article may be extended only by mutual consent.
3. Matters submitted under negotiated grievance procedures will not be grieved or appealed through other established administrative mechanism including the Office of Employee Appeals.
4. If otherwise in a duty status, the employee and his or her Union representative, if employed by the District Government, are entitled to a reasonable amount of official time to present and pursue the grievance.
5. A copy of all grievances filed at step 2, or above will be submitted simultaneously to the Agency's labor liaison. A copy of all grievance replies and information requests under section B, Step 2 will be submitted simultaneously to the DCNA Office.
6. Work days for purpose of filing or processing grievances only shall mean Monday through Friday.
7. Grievances may be filed by the Union alleging a contract violation of general applicability. Union grievances shall be filed at the appropriate step of the grievance procedure; that is, with the supervisor or other official whose alleged contract violation is at issue.
8. The parties, or their authorized representatives, have the authority to settle any grievance at any stage of the grievance procedure.



9. Issues of procedural arbitrability shall be presented first at the arbitration proceeding and must be decided before a hearing on the merits. Disputes concerning substantive arbitrability will be determined by the courts.
10. At the request of either party a meeting to discuss the grievance will be held at either Step 2 or Step 3 at the relevant agency.

## **SECTION B: PROCEDURE**

Step 1: The aggrieved employee, with or without the Union representative, shall take up the grievance orally with the employee's immediate supervisor within ten (10) working days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall respond orally to the Union representative (or to the employee in cases where the employee brought a grievance without the Union representative) within ten (10) working days. If the grievance is presented in writing, the response will be in writing.

Step 2: If the grievance is unresolved, it shall be presented in writing by the Union representative to the second level supervisor within ten (10) working days after the supervisor's response is due. The second level supervisor shall respond in writing to the Union representative within ten (10) working days.

Each grievance filed at Step(s) 2, 3, 4 and 5 of this procedure shall contain: (1) Date(s) grievance occurred; (2) Name of Union representative filing the grievance; (3) the date the grievance was filed; (4) Name(s) of grievant and work site; (5) Name of the management official with whom grievance was filed; (6) Nature of grievance; (7) Article(s) and section(s) of contract violated; (8) the remedy requested, and (9) any responses received.

Should the grievance not contain the above information, management shall specify in writing, to the Grievant and the Union representative the information required to correct the grievance. The Grievant or Union representative shall have ten (10) working days from receipt of notification to respond to the Step 2 official's request.

Step 3: If the grievance is still unresolved, it shall be presented in writing by the Union Representative to both the Deputy Director or other appropriate Agency designee and the Administrator within fifteen (15) working days after the second level manager's response is due. The Deputy Director or other appropriate Agency designee or Administrator may convene an informal hearing prior to replying to the grievance, and shall respond in writing to the Union Representative within fifteen (15) working days after the date of hearing.

Step 4: If the grievance is still unresolved, it shall be presented in writing by the Union representative to the appropriate Agency Director within fifteen (15) working days after the response from Step 3, is due. The director or the director's designee shall reply in writing to the Union representative within thirty (30) working days.

Step 5: If the grievance is still unresolved, either party may, within twenty (20) calendar days after the reply at the previous step is due, invoke arbitration by written notice to the other.

The request for arbitration must be served on the OLR CB with copies to the Agency's labor liaison.

## **SECTION C:        ARBITRATION**

1.     The parties agree on a list of three (3) arbitrators to hear and decide all grievances: Robert T. Simmelkjaer, Roger Kaplan, Joseph Sharnoff. One arbitrator will be assigned to each grievance referred to arbitration in the order listed starting from the first and proceeding to the last listed. Additional arbitrators may be added to, or an arbitrator deleted from, the list of arbitrators by the parties mutual written agreement. Once a grievance has been assigned to an arbitrator, the next grievance assigned to an arbitrator will be referred to the next arbitrator listed regardless of the resolution of the first grievance.
2.     Once the arbitrator is appointed, no new or different claims may be submitted except by the mutual agreement of the parties.
3.     The parties will make reasonable efforts to schedule hearings within 120 days of the demand for arbitration.
4.     The decision of the arbitrator shall be final and binding on the parties, except as otherwise provided by law, and shall not be inconsistent with the terms of this Agreement. The arbitrator shall render his/her decision within, thirty (30) calendar days after the conclusion of testimony, argument, and/or after the filing of post-hearing briefs (whichever is later).
5.     Expenses for the arbitrator's service and proceedings shall be borne equally by the Employer and the DCNA. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made. The parties shall endeavor to reach mutual agreement concerning shared cost for transcription services. If the parties cannot agree to share the cost for transcription services, the party ordering transcription services shall arrange to have a copy provided to the Arbitrator. Hearing will be held at a location agreed to by the parties.

## **ARTICLE 15:     CORRECTIVE OR ADVERSE ACTIONS**

### **SECTION A:**

Any corrective or adverse action shall be taken for just cause, in accordance with the current provisions of Section 1-617.51 of the Comprehensive Merit Personnel Act and Chapter 16 of the DPM.

### **SECTION B:**

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

### **SECTION C:**

A charge of AWOL is not a form of discipline but may result in corrective or adverse action when charged in a procedurally correct manner.

### **SECTION D:**

Corrective or adverse actions may be grieved through the grievance procedure contained in this Agreement, or appealed to the Office of Employee Appeals (OEA), but not both. An employee's election to appeal to the Office of Employee Appeals shall be in writing, with copies to the Employer and the union, and shall be irrevocable.

### **SECTION E:**

Any employee required to attend a disciplinary conference or investigatory interview which may result in discipline may elect to have union representation, if no union representatives are available, the meeting shall be rescheduled within three (3) workdays for a specific date and time. Such meeting can occur more than three (3) days later.

### **SECTION F:**

If a disciplinary action is dismissed on procedural grounds, the disciplinary action and all references to it shall be removed from the employee's official personnel file and adverse action file. Should it be necessary for any record relating to the disciplinary action to be kept (e.g., risk management), the employee will be notified of the location and purpose of such record.

### **SECTION G:**

Matters related to investigations and discipline shall be processed consistent with this Agreement, Chapter 16 of the DPM, applicable laws, regulations and existing policies.

## **ARTICLE 16: PERSONNEL FILE**

Official personnel files shall be maintained in accordance with the procedures of Chapter 31 of the D.C. Personnel Rules, "Records Management and Privacy of Records."

1. An employee and her authorized representative shall be permitted to examine his or her personnel file upon request in accordance with Personnel Rules. The employee or his or her representative shall indicate in writing, to be placed in the file, that she has examined said file. Where an employee provides written authorization for his or her representative to review the employee's personnel file, the written authorization shall specify the documents and /or records to be disclosed or the degree of access permitted by the employee to the representative.
2. Only those personnel who have an official right and reason for inspecting an employee's file may do so. Such personnel shall indicate in writing, to be placed in the employee's file, that he/she has examined said file and reason for said examination, except for persons filing documents in a purely clerical capacity and for use in conjunction with litigation, administrative hearings, and classification and compensation reform efforts.

3. Upon request Administrators shall continue to place in an employee's file, information of a positive nature indicating competencies, achievements, performance or contributions of an academic, professional or civic nature. In addition, all other pertinent information shall be placed in the employee's file. Management officials shall notify an employee of letters of appreciation or commendations that management received concerning said employee from the public or other District employees.
4. In accordance with the provisions of the guidelines and regulations of the District Personnel Manual, Chapter 31, Records Management and Privacy of Records, confidential inquiries and replies of any such material received from competent responsible outside sources, such as recommendations and references, which are included in the employee's file, are to be expunged from said file, upon the employee's request, after completion of the employee's probationary period of employment. In any event, this material shall not be used against the employee. This shall not apply to confidential medical information relevant to the employee's fitness to perform the duties of her position.
5. No material related to an employee's conduct, character or personality shall be placed in the official personnel folder unless it is signed and dated by the person submitting the information. The employee shall be made aware of information described in this paragraph being placed in the file. The employee shall have the right to answer any material filed, and the answer shall be attached to the file copy.

## **ARTICLE 17: EDUCATION**

### **SECTION A:**

1. In order to keep abreast of current practices in nursing and health care, employees are encouraged to apply for job related education and training. The Employer will seek to increase related educational opportunities and distribute such educational opportunities among all employees.
2. If a formal request for funds, as referenced in the provisions regarding compensation in this agreement, is submitted prior to forty-five (45) calendar days before the approved training, Management shall make every effort to pay the funds prior to the training taking place.
3. If a formal request for funds, as referenced in the provisions regarding compensation in this agreement, is submitted less than forty-five (45) calendar days before the approved training, Management shall make every effort to reimburse the employee within forty-five (45) days of the request.
4. On or about January 1 of each year, the District shall send a statement to all Agency Directors and managers indicating that the negotiated collective bargaining agreement entitles each bargaining unit employee to an annual training allowance provided for in Article 6, Section A.

## **SECTION B:        PROFESSIONAL PRACTICE AND TRAINING                          COMMITTEE**

The committee's training responsibilities shall also include the following:

1.     Making recommendations regarding the specific needs for in-service education programs.
2.     Receiving requests for the addition of programs or courses for nursing education. The committee will review and recommend programs for the education calendar.
3.     Report quarterly on its activities and on available and proposed training and educational opportunities.
4.     Develop a proposed training calendar of proposed training and educational opportunities to be offered by the Agency.
5.     Reviewing education/training requests in accordance with the following procedures.
  - a.     All training requests are to be submitted on Training Form 1 in accordance with agency procedures and time limits. If training is requested by the employee, the supervisor shall request approval or shall deny the request on the Form 1. Management shall respond to requests for leave related to obtaining a BSN or MSN degree or other health related graduate degrees within a reasonable time after receipt of the request. Management will not arbitrarily or unreasonably deny a request. If management denies a request, it will provide the employee a written explanation.
  - b.     Requests for training shall be responded to within three (3) work days after the Form 1 is submitted.
  - c.     Copies of all training requests, whether approved or denied, will be referred to the education committee on a quarterly basis. The committee shall review training requests and shall submit reports to the District, Commissioners and the Union on their findings and recommendations concerning operations of the training program.
  - d.     The training committee shall have access to any available information concerning training, including sources and amounts of money available for training and education. They may recommend an in-service education program calendar, within their Agency, if appropriate.

## **SECTION C:**

Educational leave denials may be grieved through the contract grievance procedure. Denial of administrative leave and annual leave to facilitate attendance at training relevant to the employee's employment constitutes a denial of educational leave. If the educational leave request

is denied the employee may grieve the denial within three (3) workdays of being notified of the denial at the step corresponding with the next grievance level above which the request was denied. The grievance may continue through succeeding steps on the three (3) day interval basis provided for in the preceding sentence. If the grievance reaches step 4, the Director or his/her designee shall respond within no more than ten (10) calendar days. Should the grievance go to arbitration, the parties will seek an arbitrator familiar with nursing education.

## **ARTICLE 18: TRANSFERS**

### **SECTION A:**

Bargaining unit members may submit requests for transfer or reassignment to other positions and work locations within the Agency in which they are employed.

### **SECTION B:**

When vacancies occur in bargaining unit jobs, the Agency official responsible for maintaining the reassignment requests shall review the reassignment request file and shall notify employees who have requested reassignments to that position or work location that such vacancy exists. Nurses who are so notified will have an opportunity to timely submit a DC 2000 application to personnel. Applications solicited in this manner will be considered at the same time and in the same manner as other applications for that vacant position. Approved non-competitive transfers will be granted in order of request. In the case of ties, such transfers will be granted in order of longest service computation date.

### **SECTION C:**

Requests for reassignment may be acted upon in the absence of a vacant position when the Agency official responsible for maintaining reassignment requests identifies situations in which a nurse is qualified and able to perform the work at the other work locations and nursing management officials at each location approve the reassignments.

### **SECTION D:**

Reassignment requests will be reviewed in January and July. Reassignments or details, when necessary, shall be rotated in order of reverse seniority (as determined by individuals service computation dates) if there are no-volunteers; provided that the nurse has the appropriate qualifications to fulfill the duties of the position to which reassigned/detailed.

## **ARTICLE 19: HEALTH AND SAFETY**

### **SECTION A:**

The Employer shall provide and maintain adequate, safe and sanitary facilities in compliance with D.C. health and safety laws, licensure requirements and requirements of regulatory agencies. The Center for Disease Control guidelines are used to provide a central reference containing recommendations for preventing and controlling nosocomial infections.

## **SECTION B:**

Any time a nurse is required to perform tasks which she believes would endanger her health, safety or well-being or that of the patient, she is to notify her supervisor or designee. If not resolved at that level, the nurse can bring the matter to the immediate attention of the next level of supervision. The nurse shall document the incident in the appropriate incident sheet, as determined by management.

## **SECTION C:**

When clinics are closed for unsafe conditions or otherwise closed, nurses shall be reassigned or, based upon needs of the services as determined by the Employer, granted leave. If clinics are closed during the course of a workday and employees are reassigned, the employer will provide transportation to the assigned site, if needed.

## **SECTION D:**

Issues involving environmental conditions will be reported and processed in accordance with agency procedures. However, if relief is not provided in a reasonable period of time, individuals may file grievances involving safety and health at Step 2, and proceed with the grievance through step 4, but may not invoke step 5.

## **SECTION E:**

Nothing in this article shall prevent employees or the Union from filing reports under the D.C. Occupational Safety and Health plan in accordance with Title 21 of the CMPA, 1987 Repl. Vol. as amended.

## **SECTION F:**

The Union may designate one (1) health and safety officer for each work site to facilitate the implementation of this Article. The Union shall provide each Department Director and labor liaison with the names of the respective designated Health and Safety Officer and alternate and will notify the Director and labor liaison of any changes in these designations.

## **SECTION G:**

The Union shall have an opportunity to designate a representative and alternate to serve on each Committee which exists or may be established that addresses bargaining unit members' health and safety issues.

## **ARTICLE 20: INCLEMENT WEATHER**

Nurses declared essential for work in weather emergencies shall report for duty as scheduled. Inability to report for duty as described above shall be considered in accordance with existing policies and practices on an individual basis.

## **ARTICLE 21: EQUIPMENT AND SUPPLIES**

Routine patient care equipment and supplies (excluding personal use items such as watches) are to be furnished by the Employer and used by the nurses in the unit only for carrying out their duties. Any actual or perceived shortages or defects in equipment and supplies furnished by the Employer shall be brought to the immediate attention of nursing supervisors.

## **ARTICLE 22: PROFESSIONAL PRACTICE**

### **SECTION A: NON-NURSING DUTIES**

In support of the concept that patient care is the primary responsibility of registered nurses, management shall seek to minimize assignment of registered nurses to duties not related directly to patient care and the related documentation.

### **SECTION B: JOB DESCRIPTION**

The Employer shall make available to each new nurse a copy of the written job descriptions. Nurses already employed may receive a copy of their job description upon request. The Department shall solicit the nurses' input while developing proposed changes in job descriptions.

### **SECTION C: POLICY MANUALS**

Upon request the Union shall be provided a copy of applicable nursing policy manuals created or in effect by January 1 of each year, and as updated. The applicable nursing policy manual(s) shall be placed in all work locations where nurses are assigned.

### **SECTION D: SUBJECT MATTER OF MEETINGS**

Matters related to staffing, non-nursing duties and professional nursing practice will be considered during labor-management meetings, in accordance with Article 9, "Labor-Management Committees, of this Agreement.

### **SECTION E: ASSIGNMENTS TO DUTIES REQUIRING SPECIAL TRAINING OR EXPERIENCE**

1. The Employer shall not deploy, detail or assign bargaining unit registered nurses to perform duties where special training or experience is required without first assuring that the nurses currently possess the special training or experience needed to perform the duties or providing the necessary training to permit the nurses to successfully perform such duties; provided however, this provision shall not be interpreted to prevent the Agency from assigning nurses in emergencies. The parties recognize that registered nurses must adhere to statutory licensing and nursing requirements.
2. Orientation or training shall be provided for any new patient care procedure or new type of equipment to be utilized.



## **SECTION F: PROFESSIONAL PRACTICE AND TRAINING COMMITTEE**

Within sixty (60) days of execution of this Agreement, the parties shall establish a Professional Practice Training Committee, which shall be comprised of representatives from each Agency and the Union. The Committee shall:

1. Assess the skills of bargaining unit nurses (including those with specialized training or experience);
2. Discuss Agency needs for nursing skills (including those that may be required intermittently, during health-related incidents requiring increased nursing services to the public, or emergencies);
3. Assess bargaining unit nurses training needs in light of anticipated or projected need for nursing services;
4. Within one hundred and eighty (180) days of the establishment of the committee, draft recommendations for submission to each Agency concerning ongoing nursing training programs for bargaining unit nurses;
5. Within one hundred and eighty (180) days of the establishment of the committee, draft recommendations for procedures that permit agencies to more effectively respond during health-related incidents requiring increased nursing services to the public, or emergencies.

## **ARTICLE 23: CIVIC DUTY**

Volunteers shall be solicited first for civic duty jobs. If sufficient numbers of employees do not volunteer, each Administration shall assign nurses on the existing rotational basis. The District of Columbia will be responsible for reimbursement for services of nurses selected in accordance with this Section.

## **ARTICLE 24: IMPROVED BENEFITS**

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

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

## **ARTICLE 25: WORK PERFORMANCE EVALUATION**

### **SECTION A:**

The parties agree that until a new performance plan is developed, as required by Section 1-613.53 of the D.C. Official Code (2001 Ed.), the rating plan currently in place will continue in effect.

## **SECTION B:**

Every employee shall be carefully evaluated periodically, in accordance with District Personnel Manual, in order to promote effective and economical operation of the Government of the District of Columbia and to strengthen supervisory employee relations. Such evaluation shall be made with a view toward identifying deficiencies, taking corrective action, and providing recognition and incentive for outstanding performance of duties.

## **SECTION C:**

1. An employee's request for an impartial review of a performance rating by D.C. Performance Rating Impartial Review committee must be in writing, outlining the reasons for his request, and submitted in quadruplicate.
2. Requests to this Committee must be filed within thirty (30) calendar days after the employee has been informed of his rating.

## **SECTION D:**

An employee may elect to appeal the Impartial Review Board Committee's decision to the Office of Employee Appeals (OEA) in the manner specified in OEA's regulations or, if applicable, grieve the decision under the provisions of Article 15 of this Agreement.

## **SECTION E:**

The District of Columbia Nurses' Association, in its capacity as a labor organization, may send an observer to hearings on performance ratings in accordance with the District Personnel Manual.

## **SECTION F:**

1. All nurses in the bargaining unit shall be supervised and evaluated in the areas of nursing practice issues by Registered Nurse Managers/Supervisors. Bargaining unit nurses shall be supervised and evaluated by employees of the District of Columbia, consistent with law and regulation.
2. Before assigning a contract nurse as a charge nurse for any particular shift or unit, Management shall first determine whether any bargaining unit nurse on the unit qualifies for the assignment of charge nurse. If management determines that unit nurses are qualified, the assignment shall be made from among the qualified nurses.

## **ARTICLE 26: PRINTING COSTS**

Each party is responsible for providing its stakeholders with copies of the Agreement.

**ARTICLE 27: REORGANIZATION, REALIGNMENT AND  
PRIVATIZATION**

**SECTION A:**

Consistent with the D.C. Official Code, the District shall notify the Union no later than thirty (30) days prior to the implementation of any agency reorganization or realignment affecting bargaining unit employees and, upon demand, bargain the impact and effects of any such reorganization or realignment.

**SECTION B:**

If during the term of this Agreement, the Employer awards any contract that displaces bargaining unit employees, the D.C. Official Code §2-301.05b shall govern the rights of any bargaining unit employees

Signed and executed this \_\_\_\_ day of \_\_\_\_\_, 2017.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

**FOR THE UNION**

\_\_\_\_\_  
Lionel C. Sims Jr., Esq., Director  
Office of Labor Relations and  
Collective Bargaining

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

\_\_\_\_\_  
Dean Aqui, Supervisory Attorney Advisor  
Office of Labor Relations and  
Collective Bargaining

\_\_\_\_\_  
Olubukunola Alao, President  
D. C. Nurses Association

\_\_\_\_\_  
Brenda Donald, Director  
Child and Family Services Agency

\_\_\_\_\_  
Eboni Z. Gatewood-Crenshaw  
Director of Human Resources  
Child and Family Services Agency

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

\_\_\_\_\_  
Beverly Fields, Labor Liaison  
Office of the Chief Medical Examiner

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Andrew Reese, Director  
Department on Disability Services

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Jessica Gray, Labor Relations Specialist  
Department on Disability Services

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LaQuanda S. Nesbitt, MD, Director  
Department of Health

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Earl Murphy, Labor Liaison  
Department of Health

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Wayne M. Turnage, Director  
Department of Health Care Finance

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Sudie Mae Seed, Labor Liaison  
Department of Health Care Finance

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Clinton Lacey, Director  
Department of Youth Rehabilitation  
Services

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Timothy Traylor, Labor Liaison  
Department of Youth Rehabilitation  
Services

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Quincy L. Booth, Director  
Department of Corrections

---

Paulette Hutchings-Johnson  
Department of Corrections

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Gregory Dean, Chief  
Fire and Emergency Services Department

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Steven N. Blivess, Esq.  
Assistant General Counsel  
Fire and Emergency Services Department

### **APPROVAL**

This collective bargaining agreement between the District of Columbia Compensation Unit 13 and District of Columbia Nurses Association, dated \_\_\_\_\_, 2017, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Muriel Bowser, Mayor

**COMPENSATION COLLECTIVE BARGAINING  
AGREEMENT**

**BETWEEN**

**THE DISTRICT OF COLUMBIA GOVERNMENT**

**AND**

**COMPENSATION UNITS 1 AND 2**

**EFFECTIVE APRIL 1, 2013 – SEPTEMBER 30, 2017**



## **PREAMBLE**

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

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

## **ARTICLE 1 WAGES**

### **SECTION A: FISCAL YEAR 2013:**

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

### **SECTION B: FISCAL YEAR 2014:**

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

### **SECTION C: FISCAL YEAR 2015:**

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

### **SECTION D: FISCAL YEAR 2016:**

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

**SECTION D:**

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

**SECTION E:**

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

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

**SECTION A:**

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

**SECTION B:**

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

**SECTION C:**

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

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

## **ARTICLE 6 BENEFITS**

### **SECTION A: LIFE INSURANCE:**

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

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

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

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

and union representatives are entitled to review copies of the actual plan description upon advance request.

**SECTION C: OPTICAL AND DENTAL:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

**SECTION D: SHORT-TERM DISABILITY INSURANCE PROGRAM**

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

**SECTION E: ANNUAL LEAVE:**

1. In accordance with D.C. Official Code §1-612.03 (2001 Edition), full-time employees covered by the terms of this agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.

c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n) (2001 Edition).

#### **SECTION H: PRE-TAX BENEFITS:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

#### **SECTION I: RETIREMENT:**

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

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

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

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

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

deferred compensation component and a defined benefit component.

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

(b) Composition of the JLMTAPRC

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

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

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

(d) Duration of the Committee

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

**SECTION B: Compressed, Alternate and Flexible Schedules:**

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

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

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

**SECTION C:**

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

**SECTION D:**

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

**SECTION E:**

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

**ARTICLE 8  
INCENTIVE PROGRAMS**

**SECTION F:**

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

**PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:**

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

**ARTICLE 9**

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

**SECTION A: CALL-BACK**

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

**SECTION B: CALL-IN**

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

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

**SECTION C: ON-CALL**

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

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



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

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

**ARTICLE 10  
MILEAGE ALLOWANCE**

**SECTION A:**

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

**SECTION B:**

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

**SECTION C:**

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

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

**SECTION D:**

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

## **ARTICLE 14 GRIEVANCES**

### **SECTION A:**

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

### **SECTION B:**

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

## **ARTICLE 15 LOCAL ENVIRONMENT PAY**

### **SECTION A:**

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

### **SECTION B:**

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

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

**SECTION F:**

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

**ARTICLE 16**  
**NEWLY CERTIFIED BARGAINING UNITS**

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

**ARTICLE 17**  
**TERM AND TEMPORARY EMPLOYEES**

The District of Columbia recognizes that many temporary and term employees have had their terms extended to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

**SECTION A:**

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

---

## **ARTICLE 18 SAVINGS CLAUSE**

### **SECTION A:**

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

### **SECTION B:**

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

## **ARTICLE 19 DURATION**

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

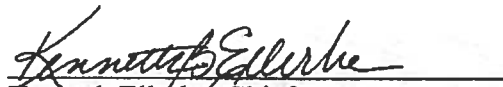
Compensation Units One and Two Collective Bargaining Agreement

Signed: July, 2013

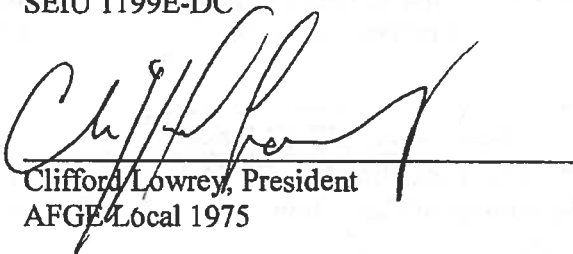
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Mark Viehmeyer, Labor Liaison  
Metropolitan Police Department



Lisa Wallace, Vice President  
SEIU 1199E-DC



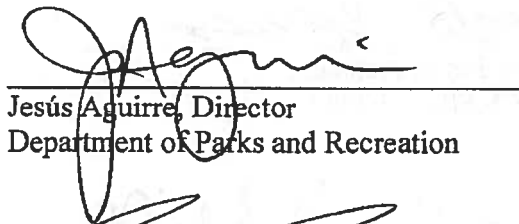
Kenneth Ellerbe, Chief  
DC Fire and Emergency Medical Services



Clifford Lowrey, President  
AFGE Local 1975

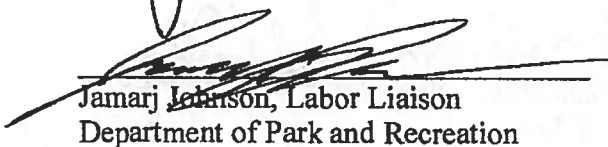
\_\_\_\_\_  
Brian Lee  
DC Fire and Emergency Medical Services

\_\_\_\_\_  
Sabrina Brown, President  
AFSCME Local 2401



Jesús Aguirre, Director  
Department of Parks and Recreation

\_\_\_\_\_  
Reginald Walker, President  
AFSCME Local 1200



Jamarj Johnson, Labor Liaison  
Department of Park and Recreation



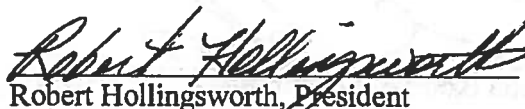
Cliff Dedrick, President  
AFSCME Local 2743



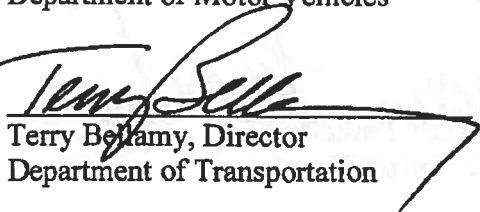
Lucinda Babers, Director  
Department of Motor Vehicles

\_\_\_\_\_  
Kenneth Lyons, President  
AFGE Local 3721

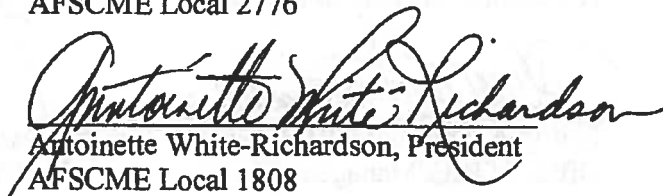
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Odessa Nance, Labor Liaison  
Department of Motor Vehicles



Robert Hollingsworth, President  
AFSCME Local 2776



Terry Bellamy, Director  
Department of Transportation



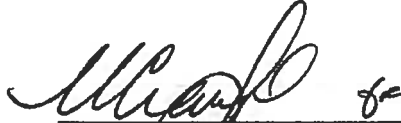
Antoinette White-Richardson, President  
AFSCME Local 1808

**Compensation Units One and Two Collective Bargaining Agreement**

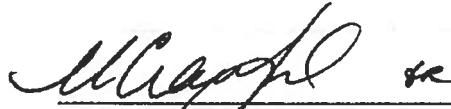
Signed: July, 2012

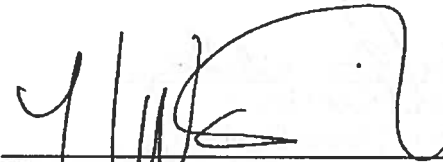
\_\_\_\_\_  
Amy Mauro, Labor Liaison  
Office of Risk Management

\_\_\_\_\_  
Sheila Bailey-Wilson, President  
AFSCME Local 709

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

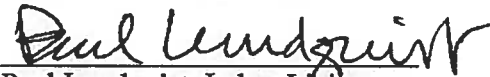
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Johnnie Walker, Representative  
AFGE Local 3444


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

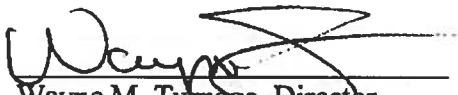
  
\_\_\_\_\_  
Keith Washington, President  
AFSCME Local 2092

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

\_\_\_\_\_  
Mary Horne, President  
AFSCME Local 2095

  
\_\_\_\_\_  
Paul Lundquist, Labor Liaison  
Office of the Chief Financial Officer

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

  
\_\_\_\_\_  
Wayne M. Turnage, Director  
Department of Health Care Finance

**Compensation Units One and Two Collective Bargaining Agreement**


Signed: July, 2012

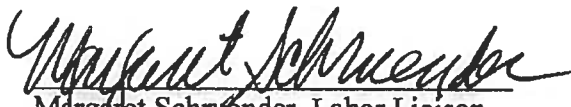
\_\_\_\_\_  
Gustavo F. Velasquez, Director  
Office of Human Rights

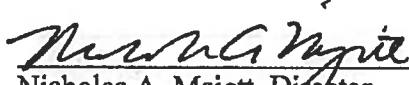
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Ayanna Lee, Labor Liaison  
Office of Human Rights

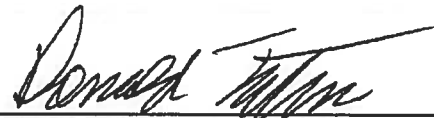
  
\_\_\_\_\_  
Lisa Maria Mallory, Director  
Department of Employment Services

\_\_\_\_\_  
Rahsaan J. Coefield, Labor Liaison  
Department of Employment Services

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

  
\_\_\_\_\_  
Margaret Schruender, Labor Liaison  
Department of Insurance, Securities  
And Banking

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

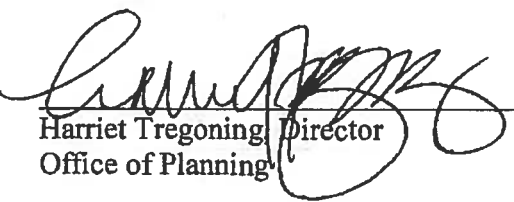
  
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Donald Tatum, Labor Liaison  
Department of Consumer and  
Regulatory Affairs

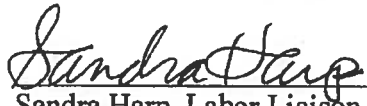
**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

\_\_\_\_\_  
Ron M. Linton, Commissioner  
DC Taxicab Commission

\_\_\_\_\_  
Patty Mason, Labor Liaison  
DC Taxicab Commission

  
\_\_\_\_\_  
Harriet Tregoning, Director  
Office of Planning

  
\_\_\_\_\_  
Sandra Harp, Labor Liaison  
Office of Planning

\_\_\_\_\_  
Eric E. Richardson, Executive Director  
Office of Cable Television

\_\_\_\_\_  
Angela Harper, Labor Liaison  
Office of Cable Television

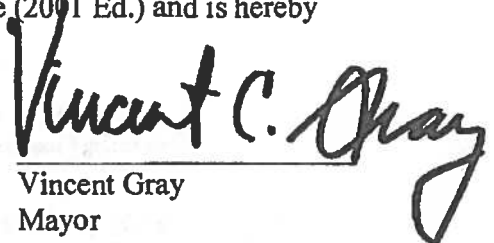
\_\_\_\_\_  
Robert Mancini, Chief Technology Officer  
Office of the Chief Technology Officer

\_\_\_\_\_  
Christina Fleps, Labor Liaison  
Office of the Chief Technology Officer



## APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated April 12, 2012, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this 10 day of July, 2013.

  
Vincent Gray  
Mayor

## **APPENDIX B**

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

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

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

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

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

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

*Union Proposal*  
*2/1/06*

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

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

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

*mel*  
*2/1/06*  
*G.T.S.*  
*2/1/06*

**COMPENSATION AGREEMENT**

**BETWEEN**

**THE DISTRICT OF COLUMBIA**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL**

**AND**

**THE AMERICAN FEDERATION OF GOVERNMENT**

**EMPLOYEES, LOCAL 1403,**

**AFL-CIO**

**EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020**

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## **PREAMBLE**

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

## **ARTICLE 1 RECOGNITION**

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

## **ARTICLE 2 WAGES**

	FY 2018	FY 2019	FY 2020
% Increase	1.8%	1.8%	1.8%

### **SECTION A -- FY 2018:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2017.

### **SECTION B -- FY 2019:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2018.

### **SECTION C -- FY 2020:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2019.

The Union has agreed to forego any adjustments coming from the District's Classification and Compensation initiative for the term of this Agreement.

## **ARTICLE 2A BONUSES**

### **SECTION A – FY 2018:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2017, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2017, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2017, and in no event later than March 31, 2018. If Employer has not conducted a performance review for an employee by December 31, 2017, the employee shall be entitled to the bonus amount for FY 2018, established by the rating in the most recent annual performance evaluation, if any.

### **SECTION B – FY 2019:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2018, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2018, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2018, and in no event later than March 31, 2019. If Employer has not conducted a performance review for an employee by December 31, 2018, the employee shall be entitled to the bonus amount for FY 2019, established by the rating in the most recent annual performance evaluation, if any.

### **SECTION C -- FY 2020:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2019, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2019, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2019, and in no event later than March 31, 2020. If Employer has not conducted a performance review for an employee by December 31, 2019, the employee shall be entitled to the bonus amount for FY 2020, established by the rating in the most recent annual performance evaluation, if any.

## **ARTICLE 2B SATURDAY AND HOLIDAY PAY**

Effective FY 2018, attorneys who are required to work on Saturdays or holidays to provide court coverage will receive straight time pay for all hours worked. Disbursements for Saturday and holiday pay will not exceed \$65,000.00 for any fiscal year of this Agreement. After disbursements reach \$65,000.00 in any one fiscal year, attorneys who are required to work on

Saturdays or holidays for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked.

### **ARTICLE 3 BENEFITS COMMITTEE**

#### **SECTION A – General:**

The parties herein agree to establish a Benefits Committee for the purpose of addressing the benefits of bargaining unit employees represented by the Union. The Union shall select two representatives to serve on the committee. The District of Columbia Human Resources office shall appoint at least one committee representative with authority to make benefits decisions. Within thirty (30) business days following the Council of the District of Columbia's approval of this Agreement, the Union shall contact DCHR's Associate Director of the Benefits and Retirement Administration to establish the Benefits Committee and meet to hold an initial meeting to review current benefits. Subsequently, the Benefits Committee shall meet at least twice during the 6-month period immediately prior to the expiration of any of the District of Columbia contracts for benefits implicated herein that is prior to the formal solicitation of bids from providers for such contracts as provided for in Section C3 below.

#### **SECTION B – Purpose:**

The purpose of the Benefits Committee shall be to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration or any bargained or statutory resolution process.

#### **SECTION C – Responsibilities:**

The members of the Benefits Committee are authorized to consider all matters that concern the benefits of employees represented by the Committee. The Benefits Committee shall:

1. Monitor the quality and level of services provided to bargaining unit employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life, Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with D.C. Official Code, Chapter 6, Subchapter XXI.
3. DCHR will review with the Committee in advance the technical requirements in preparation for the formal solicitation of bids from providers in order for the Committee



to provide any comments and recommendations on the criteria for bids and preparation of solicitations for requests for proposals for DCHR's consideration. DCHR will highlight any changes or enhancements to existing benefit plans or programs reflected in the technical requirements. After DCHR has reviewed and considered the Union's comments and recommendations, the Committee shall meet in order for DCHR to inform the Union how or if DCHR will incorporate the Union's comments and recommendations in the final solicitation for bids.

4. Explore issues concerning the workers' compensation system that affect bargaining unit employees consistent with D.C. Official Code, Chapter 6, Subchapter XXIII (Public Sector Workers' Compensation).
5. DCHR shall notify the Committee by email after the award to providers but prior to implementation of any significant alteration of existing benefits programs, and proposed additional benefit programs to determine the extent to which they impact employees. Upon notification, the Committee shall notify the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns any Committee member has regarding the impact on bargaining unit employees.

#### **SECTION D – Maintenance of Benefits:**

Nothing herein shall be construed to reduce, modify or eliminate any benefits available to the bargaining unit employees prior to entering into this Agreement.

#### **SECTION E – Additional Benefits:**

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

### **ARTICLE 4 BENEFITS**

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2013 – FY 2017

( Compensation Units 1 & 2 Agreement): Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Service Retirement System; Defined Contribution; Deferred Compensation; Metro Pass/Monthly Transit Subsidy; Holidays; at least equal to the level of benefits provided to their general membership as the applicable benefits for bargaining unit members covered by this Agreement. To the extent that any successor Compensation Units 1 & 2 Agreement provides for higher levels of benefits than what is

provided for under this Agreement with respect to any of the specific or substantively related benefits listed above in this paragraph, the Parties agree to reopen negotiations for the sole purpose of renegotiating those specific benefits. In no event will the benefits stated in this Agreement be reduced through this process.

#### **SECTION A -- Life Insurance:**

1. Life insurance is provided to covered employees in accordance with §1-622.01, et seq. of the District of Columbia Official Code (2012 Repl.) and Chapter 87 of Title 5 of the United States Code.

District of Columbia Official Code §1-622.03 (2012 Repl.) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

District of Columbia Official Code §1-622.01 (2012 Repl.) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

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

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

3. The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits that is equal

in coverage and level of benefits to other similarly situated District of Columbia bargaining unit employees.

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

#### **SECTION B -- Health Insurance:**

1. Pursuant to D.C. Official Code § 1-621.02 (2012 Repl.), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care insurance providers for employees employed after September 1, 1987, provided that additional insurance providers do not reduce the current level of benefits provided to employees. If the Employer decides to expand or reduce the list of eligible insurance providers, the Employer shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01 (2012 Repl.), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of Personnel Management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

#### **SECTION C -- Optical and Dental:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement. District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental insurance providers, provided that additional insurance providers do not reduce the current level of

benefits provided to employees. Should the District Government decide to expand or reduce the list of eligible insurance providers, the District shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

#### **SECTION D – Short and Long Term Disability:**

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

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that additional insurance providers do not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand or reduce the list of eligible disability insurance providers, the District shall give the Union notice of the additions or reductions after the award but prior to implementation.

#### **SECTION E – Indemnity Benefits:**

Employer shall provide access to the indemnity benefits currently in effect for Union employees.

#### **SECTION F – Annual Leave:**

1. In accordance with D.C. Official Code §1-612.03 (2012 Repl.), full-time employees covered by the terms of this Agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

#### **SECTION G – Sick Leave:**

1. In accordance with District of Columbia Code §1-612.03 (2014 Repl.), a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to:

(a) Seek medical attention and/or recover from illness or injury;

(b) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(c) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(d) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(e) Make any other use allowed by law, including to obtain social, medical or legal services if the employee or the employee's family member is a victim of stalking, domestic violence or sexual abuse as provided for under D.C. Official Code § 32-131.02(b)(4) (2014 Repl.).

4. An employee's request to take sick leave shall not be unreasonably denied.

#### **SECTION II – Other Forms of Leave:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m)(2014 Repl.).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a

State or Local Government to the extent provided in D.C. Official Code §1-612.03(l) (2014 Repl.).

3. Funeral Leave:

An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative in accordance with Funeral and Memorial Service Leave Amendment Act, D.C. Law 20-83, § 2(a), 61 DCR 176, effective February 22, 2014. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" is an individual who is related to an employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild or similar familial relationship; or an individual for whom the recipient employee is the legal guardian; or a fiancé, fiancée or domestic partner of an employee, as defined in D.C. Official Code §32-701 (2014 Repl.) and related laws. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual's manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee's leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee's individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child's first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

6. Family Leave – Within any 12-month period, an employee is entitled to up to eight weeks of paid family leave for the birth or adoption of a child or to care for a family member (a person related by blood, legal custody, domestic partnership or marriage) with a serious health condition.

## **SECTION I -- Pre-Tax Benefits:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2012 Repl.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

## **SECTION J – Retirement:**

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

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

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

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

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

2. **DEFINED CONTRIBUTION PENSION PLAN:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

- (a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09 (2012 Repl.).

(b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

**3. DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program described in Section 1-626.05 and related Chapters of the D.C. Official Code (2012 Repl.). The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

#### **SECTION K – Holidays:**

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16<sup>th</sup> of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year; and
- (k) Christmas Day, December 25th of each year.



2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

#### **SECTION L – Benefits Levels:**

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

### **ARTICLE 5 COMPENSATORY TIME**

#### **SECTION A:**

A lawyer who is required to work one or more hours outside his or her normal work hours may, whenever possible, request an equal amount of compensatory time from his or her supervisor before the work is performed. The decision to grant an employee compensatory time is at the discretion of management but shall not be unreasonably denied. The denial of a request shall be in writing and shall state the reason for the denial.

#### **SECTION B:**

Compensatory time may be approved for work that exceeds an employee's regular tour of duty, including:

- Extraordinary assignments
- Scheduled or special events
- Travel time outside normal work hours

#### **SECTION C:**

If the request is granted, the time will be recorded on the employee's records and may be used in the same manner that annual leave is used. However, accrued compensatory time off must be used by the end of the 26th pay period after the pay period during which it was earned. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

**ARTICLE 6**  
**MONTHLY TRANSIT SUBSIDY**

Beginning the first full pay period on or after Council approval, the District of Columbia Government shall subsidize the cost of monthly transit for personal use by employees by twenty-five dollars (\$25.00) per month for actual transportation expenses incurred by employees who commute to and from work.

**ARTICLE 7**  
**MILEAGE ALLOWANCE METRO REIMBURSEMENT AND**  
**ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

**SECTION A – Parking Spaces:**

Three (3) parking spaces shall be set aside from among those allocated to the Office of the Attorney General in the underground parking garage at 441 4th St., NW, Washington, D.C. for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

**SECTION B – Mileage Allowance:**

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

**SECTION C – Use of Personal Vehicles:**

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2012 Repl.)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 et seq.).

**SECTION D – Reimbursement for Use of Personal Vehicles:**

Management shall not require an employee to use his/her personal vehicle for government purposes. In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

**SECTION E - Reimbursement for Taxicab or Online Vehicle Expenses:**

Employees who must travel by taxicab or online vehicle (e.g. Uber or Zipcar) for official government business to a destination that is not reasonably accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

**SECTION F – Metro Fare Cards:**

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

**SECTION G – Availability of Fleet Vehicles:**

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle to the extent available. Employees may use the vehicle for official government business at no charge to the Employee.

**ARTICLE 8  
SICK LEAVE INCENTIVE PROGRAM**

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

**SECTION A – Accrual:**

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

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

3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

#### **SECTION B – Employees in a Non-pay Status:**

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

#### **SECTION C – Procedure for Use of Time Accrued:**

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

#### **SECTION D – Use of Time Accrued:**

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

#### **SECTION E – Part Time Employees:**

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

### **ARTICLE 9 ANNUAL LEAVE BUY-OUT**

#### **SECTION A – Payment for Annual Leave:**

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

#### **SECTION B – Computation:**

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 10  
BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within a reasonable time of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 11  
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

**ARTICLE 12  
GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 28 in the Non Compensation Agreement.

**ARTICLE 13  
SAVINGS CLAUSE**

**SECTION A:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION B:**

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

**ARTICLE 14**  
**DURATION AND FINALITY**

**SECTION A -- Effective Date:**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

**SECTION B – Finality:**

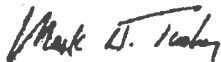
This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

**ARTICLE 15**  
**INCORPORATION OF NON-COMPENSATION AGREEMENT**

The terms and conditions of the Non Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017 through September 30, 2020 (Non-Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.

On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**



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**Mark H. Tuohey, III, Director  
Mayor's Office of Legal Counsel**



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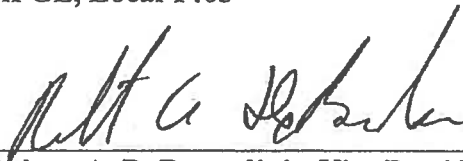
**Karl A. Racine, Attorney General  
Office of the Attorney General**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**



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**Steve Anderson, President  
AFGE, Local 1403**





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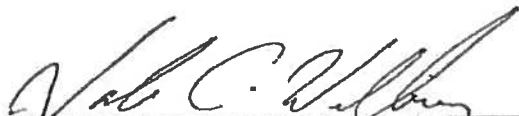
**Robert A. DeBerardinis, Vice President  
AFGE, Local 1403**

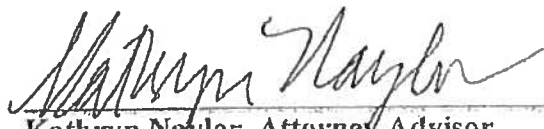
On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**


  
Lionel C. Sims Jr., Esq., Director  
Office of Labor Relations & Collective  
Bargaining

  
Ronald R. Ross, Deputy Director  
Mayor's Office of Legal Counsel

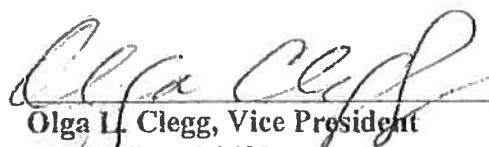
  
Nadine Wilburn, Chief  
Personnel, Labor & Employment Division  
Office of the Attorney General


  
Kathryn Naylor, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

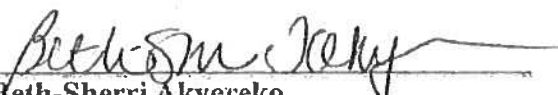
  
Kevin Stokes, Chief of Staff  
Office of Labor Relations & Collective  
Bargaining

  
Asha Bryant, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

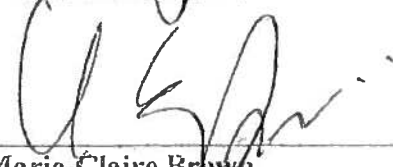
**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

  
Olga L. Clegg, Vice President  
AFGE, Local 1403

  
Anne Hollander  
AFGE, Local 1403

  
Beth-Sherri Akyereko  
AFGE, Local 1403

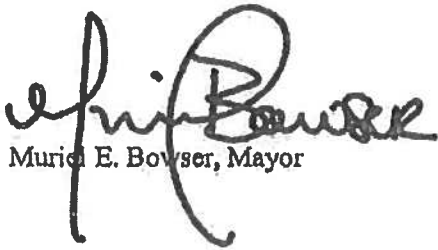
  
Dave Rosenthal  
AFGE Local 1403

  
Marie-Claire Brown  
AFGE Local 1403



**APPROVAL**

This compensation collective bargaining agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated *10-31-2017*, has been reviewed in accordance with Section 1-617.17 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 16<sup>th</sup> day of *January*, ~~2017~~ <sup>2018</sup>.

  
Muriel E. Bowser, Mayor

# District of Columbia Government Salary Schedule: Legal Services (Union)



<b>Fiscal Year:</b>	2020	<b>Service Code Definition:</b>	Attorneys (Includes both OAG and other agencies)
<b>Effective Date:</b>	October 13, 2019		
<b>Union/Nonunion:</b>	Union	<b>Affected CBU/Service Code(s):</b>	BQA A35
<b>Pay Plan/Schedule:</b>	LS (Legal Service)		
<b>Peoplesoft Schedule:</b>	LA0002		

**% Increase:** 1.80%

**Resolution Number:**

**Date of Resolution:**

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
09 \$	58,058	\$ 59,995	\$ 61,932	\$ 63,869	\$ 65,806	\$ 67,743	\$ 69,680	\$ 71,617	\$ 73,554	\$ 75,491	1,937
10 \$	63,945	\$ 66,076	\$ 68,207	\$ 70,338	\$ 72,469	\$ 74,600	\$ 76,731	\$ 78,862	\$ 80,993	\$ 83,124	2,131
11 \$	70,242	\$ 72,588	\$ 74,934	\$ 77,280	\$ 79,626	\$ 81,972	\$ 84,318	\$ 86,664	\$ 89,010	\$ 91,356	2,346
12 \$	84,199	\$ 87,007	\$ 89,815	\$ 92,623	\$ 95,431	\$ 98,239	\$ 101,047	\$ 103,855	\$ 106,663	\$ 109,471	2,808
13 \$	100,133	\$ 103,470	\$ 106,807	\$ 110,144	\$ 113,481	\$ 116,818	\$ 120,155	\$ 123,492	\$ 126,829	\$ 130,166	3,337
14 \$	118,319	\$ 122,265	\$ 126,211	\$ 130,157	\$ 134,103	\$ 138,049	\$ 141,995	\$ 145,941	\$ 149,887	\$ 153,833	3,946
15 \$	139,189	\$ 143,826	\$ 148,464	\$ 153,101	\$ 157,739	\$ 162,376	\$ 167,014	\$ 171,651	\$ 174,147	\$ 177,661	Varies



# District of Columbia Government Salary Schedule: Legal Services (Union)



Fiscal Year:	2019	Service Code Definition:	Attorneys (includes both OAG and other agencies)
Effective Date:	October 14, 2018		
Union/Nonunion:	Union	Affected CBU/Service Code(s):	BQA A35
Pay Plan/Schedule:	LS (Legal Service)		
Peoplesoft Schedule:	LA0002		

% Increase: 1.80%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	Steps
09 \$	57,034	\$ 58,936	\$ 60,838	\$ 62,740	\$ 64,642	\$ 66,544	\$ 68,446	\$ 70,348	\$ 72,250	\$ 74,152	1,902
10 \$	62,812	\$ 64,906	\$ 67,000	\$ 69,094	\$ 71,188	\$ 73,282	\$ 75,376	\$ 77,470	\$ 79,564	\$ 81,658	2,094
11 \$	69,002	\$ 71,306	\$ 73,610	\$ 75,914	\$ 78,218	\$ 80,522	\$ 82,826	\$ 85,130	\$ 87,434	\$ 89,738	2,304
12 \$	82,708	\$ 85,467	\$ 88,226	\$ 90,985	\$ 93,744	\$ 96,503	\$ 99,262	\$ 102,021	\$ 104,780	\$ 107,539	\$ 2,759
13 \$	98,362	\$ 101,640	\$ 104,918	\$ 108,196	\$ 111,474	\$ 114,752	\$ 118,030	\$ 121,308	\$ 124,586	\$ 127,864	\$ 3,278
14 \$	116,228	\$ 120,104	\$ 123,980	\$ 127,856	\$ 131,732	\$ 135,608	\$ 139,484	\$ 143,360	\$ 147,236	\$ 151,112	\$ 3,876
15 \$	136,728	\$ 141,283	\$ 145,839	\$ 150,394	\$ 154,950	\$ 159,505	\$ 164,061	\$ 168,616	\$ 171,068	\$ 174,520	Varies

# District of Columbia Government Salary Schedule: Legal Services (Union)



<b>Fiscal Year:</b>	2018	<b>Service Code Definition:</b>	Attorneys (includes both OAG and other agencies)
<b>Effective Date:</b>	October 1, 2017		
<b>Union/Nonunion:</b>	Union	<b>Affected CBU/Service Code(s):</b>	BQA A35
<b>Pay Plan/Schedule:</b>	LS (Legal Service)		
<b>Peoplesoft Schedule:</b>	LA0002		

**% Increase:** 1.80%

**Resolution Number:**

**Date of Resolution:**

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
09 \$	56,027 \$	57,895 \$	59,763 \$	61,631 \$	63,499 \$	65,367 \$	67,235 \$	69,103 \$	70,971 \$	72,839 \$	1,868
10 \$	61,701 \$	63,758 \$	65,815 \$	67,872 \$	69,929 \$	71,986 \$	74,043 \$	76,100 \$	78,157 \$	80,214 \$	2,057
11 \$	67,783 \$	70,046 \$	72,309 \$	74,572 \$	76,835 \$	79,098 \$	81,361 \$	83,624 \$	85,887 \$	88,150 \$	2,263
12 \$	81,246 \$	83,956 \$	86,666 \$	89,376 \$	92,086 \$	94,796 \$	97,506 \$	100,216 \$	102,926 \$	105,636 \$	2,710
13 \$	96,623 \$	99,843 \$	103,063 \$	106,283 \$	109,503 \$	112,723 \$	115,943 \$	119,163 \$	122,383 \$	125,603 \$	3,220
14 \$	114,171 \$	117,979 \$	121,787 \$	125,595 \$	129,403 \$	133,211 \$	137,019 \$	140,827 \$	144,635 \$	148,443 \$	3,808
15 \$	134,310 \$	138,785 \$	143,260 \$	147,735 \$	152,210 \$	156,685 \$	161,160 \$	165,635 \$	168,043 \$	171,434 \$	Varies

**COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT**

**BETWEEN**

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

**AND**

**THE DISTRICT OF COLUMBIA,**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL,  
THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020**

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## **ARTICLE 1 RECOGNITION**

### **Section 1 – Recognition:**

A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.

B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.

C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A "formal meeting" refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

### **Section 2 – Coverage:**

A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia ("OAG"), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor ("Agency Counsel Office" collectively with OAG referred to herein as "Employer"), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. 01-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).

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

## **ARTICLE 2 LABOR-MANAGEMENT RELATIONS**

### **Section 1-A - Composition and Function of the OAG Labor-Management Committee:**

A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.

B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 1-B - Composition and Function of the MOLC Labor-Management Committee:**

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall establish a Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Mayor within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 2 – Subcommittees:**

The parties may mutually agree to establish subcommittees of the LMCs to study problems and conditions.

**Section 3 – Union's Right to Request Impact and Effects Bargaining:**

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

**Section 5 - Labor-Management Meetings:**

- A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.
- B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

**Section 6 - Organizational Changes:**

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

**Section 7 – Risk Assessment:**

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

**ARTICLE 3  
ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulations in the administration of leave. Annual leave must be requested reasonably in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

## **ARTICLE 4 ALTERNATIVE WORK SCHEDULES**

### **Section 1 – Definitions:**

A. Except as provided in this Article, the professional workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

### **B. Professional Workweek:**

Attorneys work a professional work week on a salaried basis consisting of a minimum of forty (40) hours. The normal workweek for full-time attorneys shall consist of five (5) consecutive days, at least eight (8) hours of work, Monday through Friday. Management may vary the workweek of attorneys in order to meet work load requirements or emergency situations and must provide the employees with at least a two (2) day advance notice, if possible. Attorneys are exempt from the overtime restrictions under the Fair Labor Standards Act. However, in the event an employee is asked to work more than 8 hours per day or 40 hours per week, management will attempt to give as much notice as possible and reasonably consider any request for compensatory time covered elsewhere in this agreement.

### **Section 2 Fair Labor Standards Act:**

Attorneys are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

### **Section 3 Flexible/Alternative Work Schedules:**

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Flexiplace/Telecommuting Schedule, including Ad Hoc Telecommuting. AWS may be combined, except that a Compressed Work Schedule may only be combined with Ad Hoc Telecommuting. The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they include the three AWS described in this Section. In the event that any agency does not currently have an AWS policy that includes the three AWS described in this Section, the OAG Office Order # 2015-03 shall apply until such time as the agency establishes its policy. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable Office Order or other governing policy, rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover

matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;

- (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
- (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
- (3) The past performance of the requesting individual;
- (4) Equitable sharing of Office functions;
  - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
  - b. Whether the requested AWS places an undue burden on others covered by this Office Order within a particular Unit, Section, or Division; and
  - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

1. It is cost effective;
2. It increases employee morale and productivity; or
3. It better serves the needs of the public.

The Union shall be given advance notice when flexible/alternative work schedules are proposed and shall be given the opportunity to consult. A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

#### **Section 4 Flexiplace/Telecommuting:**

Supervisors may permit employees to use flexiplace/telecommuting plans. Employees participating in flexiplace/telecommuting plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees should make every effort to report as soon as possible, generally within 2 hours. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

#### **Section 5 Supervisor's Authority:**

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the Director of the MOLC. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

#### **Section 6 Impact and Effect Bargaining:**

The Attorney General shall not change its existing AWS Office Order # 2015-03 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

### **ARTICLE 5 EMPLOYEE ASSISTANCE PROGRAM**

#### **Section 1 – General:**

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section 2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.

#### **Section 2 - Use of Sick Leave:**

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness with appropriate documentation of attendance.

### **ARTICLE 6 UNION STEWARDS/OFFICIAL TIME**

#### **Section 1 - Number of Stewards:**

A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.

B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

## **Section 2 - Designation of Representatives:**

### **A. Union Officers, Stewards and Other Representatives**

1. Union Officers and Stewards: The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
2. Other Representatives: The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

### **Section 3 - Performance Appraisals:**

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

### **Section 4 - Official Time for Representational Activity:**

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;



- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;
- (15) necessary travel to any of the activities listed above;
- (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
- (17) new employee orientation meetings.

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

- (1) Attending Local, Regional, or National Union meetings;
- (2) Soliciting members;
- (3) Collecting dues;

- (4) Posting notices of Union meetings; administering elections;
- (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
- (6) Internal Union strategy sessions, except for representational functions.

#### Section 5 - Requesting Official Time:

A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.

B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.

C. All advance requests for official time are understood to be estimates.

D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.

E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

**Section 6:**

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

**Section 7:**

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

**ARTICLE 7  
UNION USE OF EMPLOYER FACILITIES AND SERVICES**

**Section 1:**

Upon request, the Union may have access to meeting space by following established Employer procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

**Section 2:**

Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

**Section 3:**

The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least

fifteen (15) business days prior to the time the Union is required to vacate the present office.

**Section 4:**

The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

**Section 5:**

The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General and/or Mayor, as appropriate, or their designees at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

**Section 6:**

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

**Section 7:**

Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, the Mayor, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

## **ARTICLE 8 PERSONNEL FILES**

### **Section 1 - Official Files – Definition and Right to Examine:**

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

### **Section 2 - Right to Respond:**

Each Employee shall have the right to answer any material filed in his/her personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in a personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

### **Section 3 - Right to Copy:**

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

### **Section 4 - Access by Union:**

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

### **Section 5 – Employee to Receive Copies:**

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

## **ARTICLE 9 JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

**ARTICLE 10  
LATE ARRIVAL/EARLY DISMISSAL**

**Section 1 -- Late Arrival:**

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

**Section 2 -- Early Dismissal:**

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

B. Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

**Section 3 -- Employees on leave during the late arrival/early dismissal period:**

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

**ARTICLE 11  
STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

## ARTICLE 12 CONTRACTING OUT/PRIVATIZATION

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

## ARTICLE 13 UNION RIGHTS AND SECURITY

### **Section 1 – Exclusive Agent:**

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

### **Section 2 – Access to Employees:**

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

### **Section 3 – Dues Check Off:**

Pursuant to D.C. Official Code § 1-617.07 (2012 Rcpl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under *Chicago Teachers Union Local No. 1 v. Hudson*, 475 U.S. 292 (1986) and related cases. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

#### **Section 4 – Annual Notification of Annual Dues Amount:**

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

#### **Section 5 – Service Fees:**

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues to pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such service fee deductions shall be allowed when the Union presents evidence that at least fifty-one percent (51%) of the employees in the unit are members of the Union.

#### **Section 6 – Cost of Processing:**

Union dues and/or service fees shall be transmitted to the Union, minus a fee of \$.15 per deduction (dues or service fee) per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

#### **Section 7 – Hold Harmless:**

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

#### **Section 8:**

Payment of dues or service fees shall not be a condition of employment.

#### **Section 9:**

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fees to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.



**Section 10:**

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

**ARTICLE 14  
TERM EMPLOYEES**

**Section 1:**

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

**Section 2 – Priority Conversion of NTE Employees to FTE Status:**

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

## **ARTICLE 15 DISCRIMINATION**

### **Section 1 – General Provisions:**

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 et seq. (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. . At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

### **Section 2 - Equal Employment Practices:**

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

### **Section 3 – Sexual Harassment:**

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **Section 4 -- Union Activity:**

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

- A. To form, join and assist in labor organization or to refrain from this activity;
- B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and
- C. To be protected in the exercise of these rights.

#### **Section 5 -- Discrimination Charges and Election:**

A. An employee may raise a complaint of discrimination under applicable law (to the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

E. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE  
OVER A DISCRIMINATION CHARGE

I, \_\_\_\_\_, acknowledge that I have decided to submit my  
employment discrimination charge through the grievance procedure. In consideration of  
arbitration, I will forego and waive my rights to file a separate claim under the discrimination  
statutes, including Title VII, in accordance with applicable law governing such elections. *See*  
*Alexander v. Denver-Gardner*, 415 U.S. 36 (1974).

Dated:

\_\_\_\_\_  
EMPLOYEE'S NAME

**ARTICLE 16**  
**SAFETY AND HEALTH**

**Section 1 - Working Conditions:**

A. The Employer shall provide and maintain safe working conditions for all  
employees. It is understood that the District may exceed standards established by regulations  
consistent with the objectives set by law. The Union will cooperate in these efforts by  
encouraging its members to work in a safe manner and to obey established safety practices and  
regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational  
Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C.  
Official Code section 1-620.01 et seq., as amended (2012 Repl.)).

## **Section 2 - Corrective Actions:**

A. If an employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist or the Risk Manager for the District agency, as applicable.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

## **Section 3 - First Aid Kits and Defibrillators:**

A. Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager or the Risk Manager for the District agency, as applicable, will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

## **Section 4 - Excessive Temperatures in Buildings:**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected

by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

#### **Section 5 – Maintenance of Health Records:**

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

### **ARTICLE 17 INFORMATIONAL REPORTS ON EMPLOYEES**

Upon request, and at least annually by December 31<sup>st</sup> of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

### **ARTICLE 18 FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

### **ARTICLE 19 REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

### **ARTICLE 20 EMPLOYEE USE OF INFORMATION TECHNOLOGY**

#### **Section 1 – New Technology:**

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable

them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

#### **Section 2 – Electronic Mail Use:**

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

#### **Section 3 – Internet Access and Use:**

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

#### **Section 4 – Telephone Use:**

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

#### **Section 5 – Privacy:**

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

## **ARTICLE 21 TRAINING**

### **Section 1 - New Employee Orientation:**

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

### **Section 2 - Continued Training Opportunities:**

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG and other District agencies that employ District legal service attorneys will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG and other District agencies that employ District legal service attorneys by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

### **Section 3 - Requests for Continued Training:**

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

## **ARTICLE 22 EMPLOYEE RIGHTS**

### **Section 1 – Respect in the Workplace:**

It is the intent of the Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.



## **Section 2 - Employee Rights:**

A. All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

- (1) to organize a labor organization free from interference, restraint, or coercion;
- (2) to form, join, or assist any labor organization;
- (3) to bargain collectively through representatives of their own choosing; and
- (4) to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) ("Employee Rights").

B. Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, the Attorney General, D.C. Council and Congress.

## **Section 3 - Employee Grievances:**

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

## **Section 4 - Conflicts of Interest:**

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

## **Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit:**

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against

any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, management will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

## **ARTICLE 23 SABBATICAL/EXTENDED LEAVE**

It is management policy to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed within the District legal service for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. At any time after completion of the attorney's seventh anniversary with the District legal service and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG or the District agency in which they worked prior to the sabbatical.

### **Section 1 – Process:**

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General or agency director within 30 days of the submission of the request.

### **Section 2 – Supervisor's Authority:**

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Mayor or Attorney General, as applicable, who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

### **Section 3 – Potential Loss of Benefits and Insurance Premiums:**

Attorneys understand that an extended leave of absence in a non -pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non -pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to

an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

## **ARTICLE 24 REASSIGNMENTS, PROMOTIONS, DETAILS**

### **Section 1 – Promotions:**

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

### **Section 2 - Promotion Priority Process:**

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

### **Section 3 - The Promotions Ranking Committee:**

A. The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives (i) from each division in OAG or (ii) selected by the Mayor's Office of Legal Counsel for each subordinate agency. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

B. Management will provide a copy of the current list and it shall provide an updated copy as changes are made.

### **Section 4 – Grievance on Failure to Comply with Process:**

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

#### **Section 5 – Filling Vacancies:**

A. Whenever an attorney vacancy exists within OAG or at a subordinate agency, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which shall post such vacancy notice on all Union bulletin boards. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

#### **Section 6 - Job Qualifications:**

Management has the right to determine job qualifications. Where the Employer has considered the recommendations of the PRC and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates. The Employer may also reject all candidates on the list and may request a new list.

#### **Section 7 - Additional Duties:**

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

### **ARTICLE 25**

#### **TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS**

##### **Section 1 - Tardy or Non-Receipt of Pay:**

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

#### **Section 2 - Pay Errors:**

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after employee provides notice to the appropriate Employer representative and the delay results due to no fault of employee, employee shall receive four (4) hours of administrative leave.

#### **Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements:**

A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.

A. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

#### **Section 4 - Timely Reimbursement of Expenses:**

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

#### **Section 5 - Audits:**

In the event employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

### **ARTICLE 26 GENERAL PROVISIONS**

#### **Section 1 - Work Rules:**

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

#### **Section 2 – Identification Device:**

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

#### **Section 3 - Distribution of Agreement:**

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

#### **Section 4 – Office Space:**

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG, the Mayor, or their designees, and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management's final authority to determine the final design.

### **ARTICLE 27 COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

### **ARTICLE 28 GRIEVANCE AND ARBITRATION PROCEDURES**

#### **Section 1 – Definitions:**

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

#### **Section 2 – Performance Ratings:**

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor's Office of Legal Counsel. The committee shall be empowered to review the basis for a direct

supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision or agency head's decision, as applicable, shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General and the Mayor's Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

### **Section 3 – General Provisions:**

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

### **Section 4 – Information Requests:**

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

### **Section 5 – Procedure:**

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

B. Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

**Step 1:** The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly

violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

**Step 2:** If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

**Step 3:** If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or agency head, as applicable, or his/her designee, within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or agency head, as applicable, or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

**Step 4:** If the grievance is still unresolved, or the Attorney General, or agency head, as applicable, or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen (15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.



A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

**Section 6 - Selection of the Arbitrator:**

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS guidelines unless modified by this Agreement.

**Section 7 - Authority of the Arbitrator:**

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

**Section 8 - Decision of the Arbitrator:**

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

**Section 9 - Expenses of the Arbitrator:**

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

**Section 10 - Time Off For Grievance Hearings:**

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

#### **Section 11 – Time Limits:**

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

#### **Section 12 – Termination of Grievance:**

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstituting a grievance at a later date.

#### **Section 13 – Exclusions:**

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

### **ARTICLE 29 DISCIPLINE AND DISCHARGE**

#### **Section 1 -- Disciplinary Actions:**

A. Assistant Attorneys General ("AAG") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General or an agency head, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or

3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her office, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision or agency head's decision, as applicable, shall be the final agency decision.

#### **Section 2 -- Appeal Procedures:**

After the Attorney General or agency head issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the nonbinding arbitrator shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's or the agency head's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

#### **Section 3 -- Stay of Disciplinary Action:**

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's or agency head's final administrative decision.

#### **Section 4 -- Standard of Review and Authority of the Arbitrator:**

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The arbitrator does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

#### **Section 5 -- Time Limits:**

All time limits set forth in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

#### **Section 6 -- Extension of Time Limits:**

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time

period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

#### **Section 7 -- Substitution of Binding Arbitration Procedures:**

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

### **ARTICLE 30 SAVINGS CLAUSE**

#### **SECTION 1:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

#### **SECTION 2:**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

### **ARTICLE 31 INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017, through September 30, 2020 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

**ARTICLE 32**  
**DURATION AND FINALITY**

**Section 1 -- Effective Date**

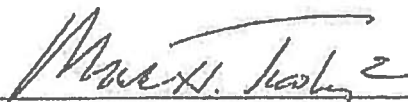
This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

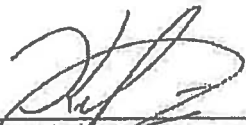
**Section 2 -- Finality**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.


On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

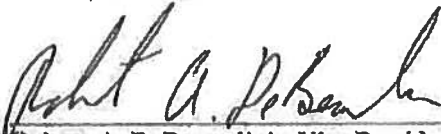
**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

  
Mark H. Tuohey, III, Director  
Mayor's Office of Legal Counsel

  
Karl A. Rague, Attorney General  
Office of the Attorney General

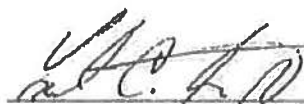
**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

  
Steve Anderson, President  
AFGE, Local 1403


  
Robert A. DeBerardinis, Vice President  
AFGE, Local 1403

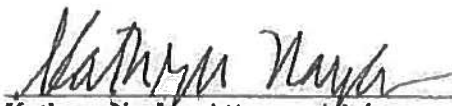
On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

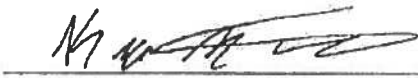
**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

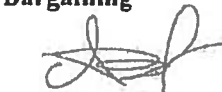
  
Lionel C. Sims Jr., Esq., Director  
Office of Labor Relations & Collective  
Bargaining

  
Ronald R. Ross, Deputy Director  
Mayor's Office of Legal Counsel

  
Nadine Wilburn, Chief  
Personnel, Labor & Employment Division  
Office of the Attorney General

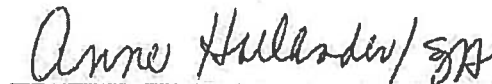
  
Kathryn Naylor, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

  
Kevin Stokes, Chief of Staff  
Office of Labor Relations & Collective  
Bargaining


  
Asha Bryant, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

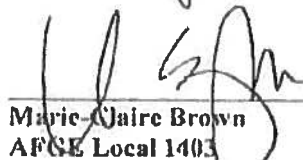
**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

  
Olga I. Clegg, Vice President  
AFGE, Local 1403

  
Anne Hollander  
AFGE, Local 1403

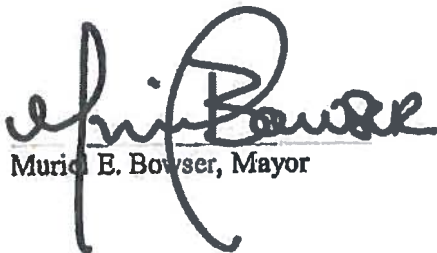
  
Beth-Sherri Akyereko  
AFGE, Local 1403

  
Dave Rosenthal  
AFGE Local 1403

  
Marie-Claire Brown  
AFGE Local 1403

**APPROVAL**

This collective bargaining working conditions agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated 10-31-2017, has been reviewed in accordance with Section 1-617-15(a) of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 16<sup>th</sup> day of January, 2017/2018

  
Muriel E. Bowser, Mayor



# Jemea Goso

---

## Skills & Abilities

- Conversational in Amharic and Spanish
- Exceptional interpersonal skills
- Extensive experience in building collaboration
- Proficient in Microsoft Office
- Highly skilled in achieving data-driven results
- Project management
- Experience in program and initiative development
- Skilled in Results Based Facilitation (RBF)

## Education

### **MASTER OF ARTS | 2010 | THE UNIVERSITY OF CHICAGO**

- Major: Social Work | Clinical concentration with a focus on family systems

### **BACHELOR OF ARTS | 2008 | THE GEORGE WASHINGTON UNIVERSITY**

- Major: Criminal Justice | Minor: Political Science

## Experience

### **THE ANNIE E. CASEY FOUNDATION | BALTIMORE, MD | MAR. 2015 – JAN. 2018**

#### **Program Associate, Juvenile Justice Strategy Group (JJSJG)**

*The JJSJG engages and consults with state and local juvenile justice stakeholders and agencies to improve outcomes for youth who become involved in the juvenile justice system by eliminating the inappropriate use of secure confinement and by relying on community-based alternatives.*

- Participated in a team/results-oriented environment focused on managing various projects aimed at re-engineering local and state systems so that fewer youth are confined to the juvenile justice system and remain in their community;
- Conducted system analyses and assessments as a tool to identify key levers for change;
- Developed and implemented policies designed to support national juvenile justice reform efforts;
- Managed national family engagement and partnership initiative; including lifting up practices, policies, and programs needed to advance reform work and address disparities and inequities;
- Consulted with clients on the creation, implementation, and evaluation of recommended strategies;
- Managed over 40 contracted grantees and consultants;
- Designed and facilitated strategy meetings, trainings, and other convenings that advance national reform efforts;
- Prepared internal and external correspondences and work products that are client ready.

### **DISTRICT OF COLUMBIA PUBLIC SCHOOLS (DCPS) | WASHINGTON, DC | JAN. 2012- FEB. 2015**

#### **Attendance Specialist, The Office of Youth Engagement (OYE)**

*The OYE division builds the capacity of school communities to coordinate student supports and to ensure that students are healthy, present, and positive members of a safe learning environment.*

- Guided the formulation and implementation of student attendance policies and strategies;
- Collected, tracked and analyzed data to develop specific and ambitious performance targets, evaluate progress and adjust strategy of local school attendance initiatives;
- Established data-driven processes to support the provision of implementing high quality interventions to eliminate barriers to student attendance;
- Managed various projects including improvements to data tracking/analysis, strategic planning and policies and initiatives;
- Cultivated and maintained strong working relationships with internal and external DCPS partners to develop and implement cross-office/agency strategies supporting the District's long-term vision of reform;
- Developed special data reports and present to various audiences including high level District officials;
- Provided school level users with technical support to ensure data quality preservation.

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS| WASHINGTON, DC | JAN. 2011- JAN. 2012**

**Chancellor's Response Team (CRT) Coordinator, Office of The Chancellor**

*The CRT is the primary customer service/constituent relations team for school district, receiving over 10,000 calls and emails annually and maintaining an average resolution time of <24 hours from intake to closure.*

- Diagnosed issues received from internal and external stakeholders and determined most efficient means of resolution alongside practice area experts;
- Coordinated components of several large projects as assigned by various Executive Team Offices; such annual enrollment audit, out-of-boundary lottery, summer school and school opening;
- Planned and executed largest volunteer event—Beautification Day—recruiting 3,374 volunteers for 105 school sites;
- Coordinated 8-week internship program pairing 25 students with Central Office internships and conducted weekly professional development focusing on college/career readiness;
- Represented the Chancellor at public community and school-based engagements.

**NORTHWESTERN PRITZKER SCHOOL OF LAW | CHICAGO, IL | JUNE 2009- DEC. 2011**

**Clinical Worker, Children & Family Justice Center (CFJC)**

*CFJC is a comprehensive children's law office where attorneys and law/social work students work together to promote justice for children, adolescents, and their families through direct legal representation, policy advocacy, and law reform.*


- Provided clinical support to legal team that represented youth in matters of delinquency and crime, family violence, school discipline, health and disability, and immigration and asylum;
- Managed caseload of court-involved youth; regularly visited youth at correctional facilities; conducted home visits;
- Created case plans for youth re-entering the community; and identified community-based services for youth and their families.

**THE TIME DOLLAR YOUTH COURT DIVERSION PROGRAM (TDYC)| WASHINGTON, DC | OCT. 2006- MAR. 2008**

**Youth Advocate Judge**

*TDYC works with first time youth that get in trouble with the law. The program was successful at reducing recidivism because it provides a forum whereby young people can reinforce positive messages to their peers.*

- Consulted and oriented program youth and families on program specifications and requirements during intake process;
- Collected data from the Juvenile Detention Center records and created reports on recidivism rates amongst program's youth;
- Served as presiding Advocate Judge of Youth Court hearings and provided technical support to 6 senior staff members.

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			<b>OPI:</b>	OPERATIONS	
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			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	JUVENILE DISCIPLINARY AND ROOM RESTRICTION PROCEDURES			
	<b>NUMBER:</b>	5300.2A			
<b>Attachments:</b>	Attachments A-K				

**SUMMARY OF CHANGES:**

Section	Change
	<i>Updates and revisions have been made throughout the entire policy.</i>
	<i>"Segregation" has been changed to "Restrictive Housing" throughout the policy.</i>
	<i>Class IV Offenses have been combined with Class III Offenses.</i>

**APPROVED:**


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**Thomas Faust, Director**

**8/10/2016**  


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**Date Signed**

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## 1. PURPOSE AND SCOPE.

- a. To establish the Code of Juvenile Offenses and Penalties; to establish implementation procedures governing juvenile discipline at the Central Detention Facility (CDF) as well as for male and female juveniles who are housed at the Correctional Treatment Facility (CTF); and to establish the review process used to place juveniles in and remove juveniles from room restriction, administrative hold or protective custody.
- b. To define the rules of conduct, sanctions and procedures for male and female juveniles.

## 2. POLICY.

- a. It is DC Department of Corrections (DOC) policy to administer fair and impartial procedures and proportionate penalties when a juvenile commits specific acts that are prohibited and when other available alternative dispositions are inadequate to regulate the individual's behavior within acceptable limits.
- b. It is DOC policy to place juveniles in room restriction housing only when it is determined that their continued presence in the general population poses a clear and present threat to life, property, self, staff or other juveniles.

## 3. APPLICABILITY.

- a. Procedures herein shall apply to juveniles and all DOC and contract staff and volunteers who work with DOC juveniles.

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- b. The Corrections Corporation of America (CCA) Correctional Treatment Facility (CTF) shall adhere to this directive in its care, custody and management of female juveniles.

#### 4. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

#### 5. PROGRAM OBJECTIVES. The expected results of this program are:

- a. DOC has a disciplinary system and corresponding disciplinary policies that promotes pro-social behavior and discourages negative behavior among juveniles and that provide staff with behavior management tools necessary for maintaining safety and security.
- b. Appropriate control and corrective action will be used for brief periods of time and at the lowest intensity that is possible in order to deter undesirable behavior.
- c. The provision of guidance, direction and sanctions appropriate to the juvenile's behavior holds them accountable for the behavior, helps the juvenile learn from their mistakes and modifies their behavior; thereby facilitating rehabilitation.

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## 6. DIRECTIVES AFFECTED

### a. Directive Rescinded

PM 5300.2                      Juvenile Disciplinary and Restrictive Housing Hearing Procedures (6/28/13)

### b. Directives Referenced

- 1) PP 1280.2                      Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrence
- 2) PS 2000.2                      Retention and Disposal of Department Records
- 3) PP 4020.1                      Inmate Orientation
- 4) PP 5500.2                      Restrictive Housing of Inmates

## 7. AUTHORITY

- 1) D.C. Code § 24-211.02, Powers; promulgation of rules
- 2) Sandin v. Conner, 515 U.S.472 (1995)
- 3) Wolff v. McDonnell, 418 U.S. 539 (1974)
- 4) 20 U.S.C § 1400 et seq., 34 CFR Part 3000, Individuals with Disabilities Education Act (IDEA)

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- 5) D.C. Code § 38-101, et seq., Public Education-Primary and Secondary
  - 6) D.C. Code § 38-2501, et seq., Special Education
  - 7) District of Columbia Municipal Regulations (DCMR) Title 5, Education
  - 8) D.C. Code §16-2301, Definitions and 16-2307, Transfer for Criminal Prosecution
  - 9) Chapter 403 of Title 18, United States Code SEC.212.JUVENILE SOLITARY CONFINEMENT
8. **STANDARDS REFERENCED.** American Correctional Association 3<sup>rd</sup> Edition Standards for Juvenile Detention Facilities: (3-JDF-3C-01 through 3-JDF-3C-10 and 3-JDF-3E-01 through 3-JDF-3E-03) are used for guidance in preparation of procedures for this directive.

## Attachments

Attachment A – Disciplinary Report  
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Attachment C – Juvenile Request for Representation (English and Spanish)  
Attachment D – Disciplinary Hearing Reschedule Appeal  
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## CHAPTER ONE

### DEFINITIONS

1. **DEFINITIONS.** For the purpose of this Program Statement, the following definitions shall apply:
  - a. **ADMINISTRATIVE HOLD.** A form of Room Restriction when a serious/violent Class I or serious Class II incident occurs. It may also be initiated when the continued presence of a juvenile in the general population would pose a serious threat to life, self, staff, other juveniles or to the security or orderly operation of the institution, to include escape. It may only be initiated by a DOC Major or designee.
  - b. **BEHAVIOR PLAN.** A document developed with a juvenile that describes in detail the desired behavior a juvenile must demonstrate and sets goals to assist in achieving that desired behavior. The plan also details agreed upon incentives and consequences of agreeing to a new behavior and replacing a former one.
  - c. **BIAS.** A mental leaning or inclination toward one conclusion or another, a partiality or a prejudice.
  - d. **DISCIPLINARY BOARD.** The Disciplinary Board for juveniles shall at a minimum consist of three (3) impartial DOC employees who shall conduct the hearing, make findings and impose appropriate discipline when the juvenile is charged with a Class I or Class II offense as defined in this directive.
  - e. **DISCIPLINARY REPORT (DR).** A form completed when a juvenile is alleged to have incurred a Class I or Class II serious violation.

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- f. HEARING OFFICER.** An impartial staff member responsible for the administration of the disciplinary hearing process. The Hearing Officer shall conduct Disciplinary Board Hearings as the adjudication agent or as the Chairperson of the Disciplinary Board.
- g. INCARCERATED JUVENILE WITH DISABILITIES.** A juvenile as defined under the Individuals with Disabilities Act as revised in 1997 (IDEA), a youth must have one or more of the disabilities listed and because of that disability, require special education and related services. The range of qualifying disabilities is broad and includes but is not limited to: mental retardation, deaf-blindness, deafness, hearing impairment, speech or language impairment, visual impairment, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability or multiple disabilities.
- h. INVESTIGATING OFFICER.** A supervisor who conducts the investigation concerning alleged charge(s) of juvenile misconduct. For the purposes of this directive, the Investigating Officer is ordinarily a Sergeant or Lieutenant, but the Warden may appoint another staff member to perform this function. The Investigating Officer shall not be the employee reporting the incident nor one who was involved in the incident in question.
- i. IMPARTIAL STAFF MEMBER.** A DOC employee that is not involved in the incident under investigation.
- j. JUVENILE.** A male or female individual who is 16 or 17 years of age who is being adjudicated as an adult and housed at the Correctional Treatment Facility (CTF) in the Juvenile Unit.

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- k. JUVENILE PROGRAM COORDINATOR.** The DOC Juvenile Program Coordinator has direct responsibility for management of the juvenile unit for males. For the purposes of this directive, the Juvenile Program Coordinator manages Juvenile Treatment Team Review Board activities, which include disciplinary sanctions review and adjudication. The Juvenile Program Coordinator has oversight for treatment and programs for female juveniles who are housed at the CTF but has no direct responsibility for the day-to-day management and operations of the juvenile program for females. Direct responsibility for disciplinary procedures for female juveniles remains the responsibility of the Corrections Corporation of America (CCA) Correctional Treatment Facility (CTF) Warden.
- l. JUVENILE TREATMENT TEAM REVIEW BOARD.** In an attempt to achieve a unified intervention approach to address the treatment and behavioral needs of the juvenile population, a multi-disciplinary team staff from DOC and the DC Public School (DCPS) conducts a weekly Treatment Team Review Board to evaluate the juvenile's progress in school, their individual treatment plan, general housing disciplinary and disciplinary reports that are not of the severity that the juvenile should appear before the DOC Disciplinary Board. The Juvenile Treatment Team Review Board adjudicates all Class III violations. **The Juvenile Treatment Team Review Board consists of The Program Juvenile Coordinator, DCPS Representative, Operations Representative, DOC Juvenile Case Manager and Mental Health Representative.(Class II Minor).**
- m. OFFICER IN CHARGE (OIC).** Senior Officer that supervises the shift while on duty in the unit. This individual is usually the assigned Sergeant, Senior Corporal or a higher level of authority assigned to the unit. This individual is a member of the Juvenile Treatment Review Board and participates in disciplinary hearings as well.

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- n. **PROTECTIVE CUSTODY.** A form of separation from the general population for juveniles requesting or requiring protection from other juveniles for reasons of safety.
- o. **ROOM RESTRICTION (Cooling Off Period)** The involuntary or voluntary restriction of a juvenile in a cell, room, or other designated area for brief periods of time (a minimum of fifteen (15) minutes up to one hour (1) one hour as determined by an impartial staff member) to allow a “cooling off” period for juveniles that are exhibiting negative/aggressive behavior. It is not to be used for purposes of punishment, discipline, administrative convenience, or staffing.
- p. **ROOM RESTRICTION (Major Incidents).** The involuntary restriction of a juvenile in a cell, room, or other designated area for a Class I or Class II infraction not of a violent nature. This restriction is not to exceed three (3) hours in a twenty-four (24) hour period.
- q. **ROOM RESTRICTION (Time Out)** The involuntary or voluntary restriction of a juvenile in a cell, room, or other designated area for brief periods of time (not to exceed fifteen (15) minutes as determined by an impartial staff member).
- r. **SANCTIONS REPORT.** A form completed when a juvenile is alleged to have incurred Class III violations. **(Class II Minor).**



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## CHAPTER TWO

### GENERAL POLICY

1. **PROHIBITED FORMS OF DISCIPLINE.** Discipline shall not be of a nature or administered in a way that degrades or humiliates juveniles. The following actions shall not be used as a means of discipline or punishment:
  - a. Corporal punishment
  - b. Personal abuse
  - c. Psychological intimidation
  - d. Denial of regular meals
  - e. Denial of medical care
  - f. Denial of sufficient sleep
  - g. Room Restriction used for consecutive periods of time
  
2. **CRIMINAL VIOLATIONS.** Certain offenses and punishments are derived from federal and local criminal laws. Anyone in custody who violates one of these laws may be subject to criminal prosecution and upon conviction to further imprisonment. Referral for criminal prosecution does not preclude the juvenile from disciplinary and/or restrictive action(s) as outlined in this directive.

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**3. INCARCERATED JUVENILE WITH DISABILITIES (ages 16 & 17).** A juvenile's mental or physical condition is not a defense to disciplinary sanctions but such shall be taken into consideration when imposing a sanction.

- a. The Warden or designee and the responsible clinician or designee shall consult prior to taking disciplinary action against chronically ill, physically disabled, seriously mentally ill, or developmentally disabled juveniles.
- b. When it appears that the juvenile may not be mentally capable of understanding the nature of the charges and/or presenting or assisting in the presentation of defense to the charges the Hearing Officer/Board shall consult with mental health professionals.
- c. Incarcerated Youth with Disabilities Disciplinary Action
  - 1) Incarcerated youth with disabilities who exhibit behavior while in an academic classroom that warrants a disciplinary action shall be referred to the Juvenile Treatment Team Review Board which includes education, mental health and corrections professionals from DC Public Schools and the CDF. The team will determine if the individual's behavior is likely a manifestation of their disability. If such determination is made the team will make appropriate interventions and/or accommodations that will enable the youth to continue receiving special education and related services, consistent with the Individuals with Disabilities Education Act (IDEA) provisions on discipline.
  - 2) For infractions which occur outside of school and to the extent that time allows, DCPS will work with DOC to provide consultation that would be helpful in disciplinary and housing decision making.
- d. The Treatment Team Review Board may, at its discretion dismiss any or all pending charges.

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4. **DISPOSTION OF RULE VIOLATIONS.** An investigation, hearing and decision by persons not involved in the rule violation shall be completed within specified time frames.
  
5. **ORIENTATION.** Upon admission to the Juvenile Unit each individual shall receive orientation materials and a handbook that describes facility rules, programs and pertinent operations. If the juvenile has difficulty reading with comprehension disciplinary procedures shall be read by a staff member or communicated through use of an audiotape or videotape. Interpretive services shall be provided for juveniles who do not speak English or who are deaf or hard of hearing. Each juvenile shall verify, by signature, their receipt of disciplinary procedures. The signed receipt shall be maintained in the juvenile's file.
  
6. **STAFF TRAINING**
  - a. All personnel who work with juveniles shall receive training so they are able to maintain order and teach problem solving skills to help juveniles learn accountability and achieve worthwhile personal goals. The training will provide personnel with knowledge for applying discipline that is proportionate to the importance of the rule and severity of the violation and to teach staff how to informally resolve minor juvenile misbehavior.
  
  - b. All personnel who work with juveniles will receive training to help them become thoroughly familiar with the rules of juvenile conduct, the rationale for the rules, the sanctions available and how to write sanctions and disciplinary reports.

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- c. The Disciplinary Board Chair and Disciplinary Board support staff shall receive sufficient training so they are thoroughly familiar with the rules of juvenile conduct, the rationale for the rules and the sanctions available. The training shall provide staff with knowledge about how to write a disciplinary report, how to conduct a disciplinary hearing, how to interpret and apply the rules in a manner that is fair and appropriate to juveniles and how to make a defensible record.
- d. Correctional supervisors shall be trained in disciplinary investigation procedures to include but not be limited to: knowledge, interpretation and application of rules, discipline appropriate for juveniles and how to informally resolve minor juvenile misbehavior.
- e. Selected staff shall be trained to serve as representatives to assist the juveniles at disciplinary hearings. The training shall provide staff with knowledge about juvenile conduct, facility and disciplinary rules and procedures and due process requirements.
- f. As part of the agency's pre-service and annual in-service training all personnel who work with juvenile's shall receive training for familiarization with the rules of juvenile conduct, the rationale for the rules, the sanctions available uniform interpretation and application of the rules and disciplinary report preparation.
- g. The Warden shall ensure that the Hearing Officer and Hearing Board support staff are trained to conduct Disciplinary Board hearings with juveniles. The training shall provide staff with knowledge about juvenile unit rules and discipline, how to conduct a disciplinary hearing, how to interpret and apply the rules fairly and how to make a defensible record.

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## CHAPTER THREE

### DISCIPLINARY PROCEDURES

#### 1. DISCIPLINE

- a. This Chapter establishes disciplinary procedures applicable to juvenile behavior to include but not limited to rules of conduct, informal interventions, allowable sanctions for minor offenses (Class III as described in this policy) and the imposition of allowable disciplinary penalties for major offenses (Class I and juvenile who is found guilty or have three (3) or more repeated violations of a particular Class II offense during the current period of incarceration may receive allowable penalties of a Class I offense).
- b. A copy of the disciplinary code of offenses shall be given to and discussed with each juvenile upon their placement in the unit.
- c. Discipline will be administered as a deterrent to undesirable behavior; it will be imposed for brief periods of time and promptly after the rule is broken.
- d. Sanctions and disciplinary actions specified herein shall be applied in proportion to:
  - 1) The importance of the rule;
  - 2) Severity of the violation;
  - 3) The juvenile's mental and physical condition;
  - 4) The juvenile's general attitude;

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- 5) The juvenile's prior conduct;
- 6) The juvenile's specific program needs; and
- 7) Other relevant factors affecting their behavior. Prior to the Disciplinary or Treatment Team review Board hearing; juveniles who are receiving special education services with an Individual Education Plan (IEP) shall be referred to and interviewed by the DCPS Principal or designee in order to evaluate whether the misconduct is a behavioral issue or it is attributed to the juvenile's special needs. DCPS will make a recommendation to the Disciplinary Board or Treatment Team Review Board on the first business day following the juvenile having incurred the rule violation.

## **2. BEHAVIOR MODIFICATION**

- a. The juvenile program provides a system for rewarding positive behavior and there is a focus on teaching the juveniles what behaviors are expected and acknowledging them for engaging in these behaviors.
- b. The goals of the behavior modification program are to provide juveniles with a sense of accountability for their actions and to enable the juvenile to learn adaptive methods for resolving problems.
- c. While there are rules that prohibit specific conduct that has a direct adverse effect on a juvenile or on the unit's order and security, positive behavior support is promoted instead of the application of traditional disciplinary practices used in an adult correctional setting.
- d. Discipline and corrective behavior shall be impartial, fair, and meaningful to the individual juvenile and should be imposed in a calm and impersonal but understanding manner.

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- e. It is the responsibility of all direct service staff members not only to correct the individual juvenile but also to discover and correct the conditions which brought about the rule violation.

### **3. GENERAL GUIDELINES FOR DISCIPLINE**

- a. General procedures shall include but not be limited to:
  - 1) Informal intervention;
  - 2) Allowable sanctions for minor offenses (Class III minor offenses as described in this policy); and
  - 3) Allowable disciplinary penalties for major offenses (Class I and a juvenile who is found guilty or have three (3) or more repeated violations of a particular Class II offense during the current period of incarceration may receive allowable penalties of a Class I offense).
- b. Discipline will be administered as a deterrent to undesirable behavior.
- c. Discipline will be imposed for brief periods of time and promptly after the rule is broken.
- d. Discipline will always be used as a teaching opportunity with juveniles and response to incidents shall be proportional to the violation committed.

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**4. APPLICATION OF DISCIPLINE.** Sanctions and disciplinary actions specified herein shall be applied in proportion to:

- a. The importance of the rule;
- b. Severity of the violation;
- c. The juvenile's mental and physical condition;
- d. The juvenile's general attitude;
- e. The juvenile's prior conduct;
- f. The juvenile's specific program needs; and
- g. Other relevant factors affecting their behavior.

**5. INFORMAL DISCIPLINE.** Informal discipline should be utilized as the first response to minor behavioral concerns. A conversation, counseling session or another low level assignment may be all that is needed to address the issue or loss of points from their daily point card. It may be determined that a juvenile needs a short "cooling off" period to adjust and enhance their calm. In these instances room restrictions may be utilized under the below conditions:

- a. Room Restriction (Cooling Off Period) -- All Juvenile Unit Staff may impose a room restriction when a juvenile is engaged in a minor behavioral infraction or is out of control or an immediate safety risk exists.



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- b. The OIC shall record in the housing unit log book the time the room restriction was imposed, the reason it was imposed and the time when the juvenile was released from the room restriction.
- c. Shall only be used after exhaustion of less restrictive de-escalation techniques and only be used for the amount of time necessary for the juvenile to regain self-control or no longer pose a threat to themselves or others.
- d. Prior to a room restriction, the reasons for the restriction shall be explained to the juvenile. An opportunity will be given to the juvenile to explain their behavior that lead to the restriction.
- e. During all room restrictions an impartial staff member shall interact with the juvenile in an effort to resolve the problem and document behavior on the Room Restriction Log (Attachment J). Resolution will include the juvenile's discussion of their behavior and the effect of this behavior prior to rejoining the general population.
- f. Room Restrictions for minor misbehavior serves only as a "cooling off" period when a juvenile acts out and should (a minimum of fifteen (15) minutes up to one (1) hour as determined by an impartial staff member.
- g. For juveniles exhibiting negative/aggressive behavior fifteen (15) minutes restriction may be all that is needed to correct the situation however if conditions exist that require a juvenile to remain on a room restriction longer for exhibiting negative/aggressive behavior it shall only last up to one (1) hour as determined by an impartial staff member.

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- h. Room Restrictions for juveniles exhibiting negative/aggressive behavior shall not exceed one (1) hour as determined by the staff initiating the restriction.
- i. Staff shall make Guard 1 Plus Rounds and document behavior on the Room Restriction Log (Attachment J) every fifteen (15) minutes unless the circumstances require more frequent contact.
- j. Room restriction shall not be used for consecutive periods of time.

#### **6. ROOM RESTRICTION SHALL BE PROHIBITED FOR THE FOLLOWING:**

- a) Convenience to facility administrators or staff or due to staffing shortages;
- b) Staff Retaliation;
- c) Consecutive periods of time;
- d) Pregnant juveniles (housed at the Correctional Treatment Facility).

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## CHAPTER FOUR

### THE CODE OF JUVENILE OFFENSES AND PENALTIES

- a. **CATEGORIES OF OFFENSES BASED UPON SEVERITY.** The following classes of offenses grade the relative seriousness of each offense and assist in imposing the appropriate penalty if the accused is found guilty.
  - a. **Class I** – Major offenses
  - b. **Class II** – Serious offenses
  - c. **Class III** – Minor offenses
- b. **CLASS I – MAJOR OFFENSES**
  - a. Referral for Criminal Prosecution
    - 1) Any of the Class I offenses alleged to have been committed by a juvenile in the institution may be referred for prosecution.
    - 2) DOC procedures governing contraband control and juvenile searches, preservation of evidence and the legal protection of individual rights afforded under the Fourth Amendment shall be followed when a juvenile is suspected of a new crime.
    - 3) Referral for prosecution does not restrict DOC from imposing disciplinary action with corresponding penalties, as outlined in this Section 3 of this chapter, “Penalties for Class I Major Offenses.”

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- 4) When an offense is referred for prosecution and disciplinary action is not imposed, the juvenile shall, pursuant to Chapter 5 of this directive, receive a Housing Hearing and be placed on an Administrative Hold pending adjudication of the criminal charges.
- b. Any offenses, if not referred for criminal prosecution, shall be administratively adjudicated by the Hearing Officer or Board with corresponding maximum penalties, as outlined in this Section 3 of this chapter, “Penalties for Class I Major Offenses.”
  - c. The following offenses may incur the maximum penalties outlined in Section 3 of this chapter, “Penalties for Class I Major Offenses.”
- 101     Murder/Homicide-** purposeful killing; killing while perpetrating certain crimes.
  - 102     Manslaughter-** the unlawful killing of another person without premeditation or so-called malice aforethought.
  - 103     Any Act of Terrorism-** use, dissemination, or detonation of a weapon of mass destruction, manufacture or possession of a weapon of mass destruction.
  - 104     Kidnapping-** aiding or abetting in, seizing, confining, inveigling, enticing, decoying, kidnapping, abducting, concealing, or carrying away any individual by any means whatsoever, and holding or detaining, or with the intent to hold or detain, such individual for ransom or reward or otherwise.

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- 105 Burglary-** First degree-whoever shall, either in the nighttime or in the daytime, break and enter, or enter without breaking, any dwelling, or room used as a sleeping, with intent to break and carry away any part thereof, or any fixture or other thing attached to or connected thereto or to commit any criminal offense.
- 106 Armed Robbery-**whoever by force or violence, whether against resistance or by sudden or stealthy seizure or snatching, or by putting in fear, shall take from the person or immediate actual possession of another anything of value.
- 107 Assault with Serious Injury** is when the victim sustains serious injury that requires urgent and immediate medical treatment and restricts the victim's usual activity. Medical treatment is more extensive than first aid such as the application of bandages to wounds. Medical treatment might include stitches, setting broken bones, treatment of concussion, etc.
- Willfully or forcefully causing serious bodily injury to another juvenile, a correctional employee, volunteer, contract worker or visitor;
  - Willfully or forcefully causing serious bodily injury with a weapon or by any means to any person; or
  - Physically assaulting, resisting, opposing, impeding or interfering with any person.
- 108 Assault by Spitting or Throwing Substances** such as liquids, blood, waste, chemicals, urine, etc.

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**109 Sexual Assault Juvenile-Upon-Juvenile** includes any of the following acts, if the victim does not consent, is coerced into such an act by overt or implied threats of violence, or is unable to consent or refuse.

- a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- b. Contact between the mouth and the penis, vulva, or anus;
- c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

**110 Escape includes:**

- a. Breach of the perimeter of a secure facility.
- b. Attempted Escape - The attempted breach of the perimeter of a secure facility; tampering with and/or damaging any perimeter including but not limited to windows, bars and cell doors;
- c. Instigating and/or assisting the perimeter breach or attempted perimeter breach by another juvenile;
- d. Escape From Outside of a Secure DOC Facility - When in the custody of the DOC and while under the supervision of DOC

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personnel or its agents, the juvenile escapes from supervision while outside of the secure perimeter (including from a work detail, medical or court visit or while being transported); or

- e. Willfully failing to return to the facility by the time designated on a community release activity pass.

**111 Possession of Major Contraband.** Major Contraband is any item in a juvenile's possession or control (to include within their cell, clothing or immediate surroundings) that is illegal by law, not purchased from canteen, not issued by the facility or not authorized by the Warden or designee. Items of Major Contraband include but are not limited to:

- a. A knife, blackjack, gun, sharp, blunt or pointed objects, other articles used as dangerous weapons, tools, rope, civilian clothing, uniforms, toxic or flammable fluids, or substances or syringes.
- b. An authorized locking device, key, lock, pick or other device capable of destroying, altering, interfering with or damaging any security equipment.
- c. An illegal drug, marijuana, a controlled substance or a narcotic, unless a doctor has authorized its use, to include possession, having control of, using, making or being under the influence. Possessing another juvenile's prescription medication that contains a narcotic or controlled substance.
- d. Cellular telephone or other portable communication device or accessories thereto.

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- 112     Assault without Serious Injury** is when the victim sustains a minor injury. Minor injuries includes those that may not require medical attention or do not require more than minor care such as application of a bandage.
- 113     Restraint** is willfully constraining another person under circumstances which expose the other person to a risk of bodily injury.
- 114     Arson** is willfully starting a fire or causing an explosion that damages personal or institutional property.
- 115     Tampering With a Witness or Informant:**
- a. Attempting to induce, inducing, or otherwise causing a witness or informant to testify or inform falsely or to withhold any testimony or information or other evidence; or
  - b. Retaliating or attempting to retaliate for anything done by another person in their capacity as a witness or informant.
- 116     Bribery** is willfully, directly or indirectly, giving, offering, or promising anything of value to another juvenile, employee, volunteer or other authorized visitor with the intent:
- a. To influence any official act or any act within the official responsibility of any person;
  - b. To induce any person to do or omit doing any act in violation of their duty; or



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c. To induce any person to introduce contraband into the facility.

**117 Inciting to Riot.** A riot is a wild or violent disorder, confusion or disturbance. Inciting to riot is purposefully:

- a. Urging a group of two or more other juveniles to engage in a current or impending disturbance or disruptive event; or
- b. Giving direction to a group of two or more juveniles to cause, continue, or enlarge a violent or tumultuous disturbance or disruptive event.

**118 Engaging in a Disruptive Event.** A disruptive event is an incident brought on by the juvenile's action that resulted in serious injury to staff or other juveniles and/or loss of control of the facility or a portion of the facility that required extraordinary measures to regain control. Loss of control of the facility is defined as a situation in which juveniles are acting in concert to disrupt facility operations and refuse to comply with lock down orders. They may have taken hostages or appear to be prepared for physical conflict. Hostile intent is apparent and threats are noted. Extraordinary measures are required to regain control such as sending in a significant number of ERT members, firing shots, use of tear gas, etc.

c. **PENALTIES FOR CLASS I MAJOR OFFENSES.** If no referral is made for prosecution or if the prosecutor declines to proceed and if after a hearing pursuant to disciplinary procedures the accused is found guilty they shall be subject to one or more of the following:

- a. Room restriction for up to three hours in a 24 hour period;

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- b. Restitution (Attachment F);
  - c. Removal from an earned tier along with its privileges;
  - d. Assignment to additional behavior modification programs as part of a behavioral plan;
  - e. Loss of up to four (4) weeks of social visits;
  - f. Loss of up to four (4) weeks of social telephone calls;
  - g. Loss of up to four (4) weeks of commissary privileges; and
  - h. Participation and development of a specific behavioral plan to address concerns and create specific behavioral goals.
- d. **CLASS II – SERIOUS OFFENSES, REPETITION OF A CLASS II OFFENSE.** A juvenile who is found guilty or have three (3) or more repeated violations of a particular Class II offense during the current period of incarceration may receive allowable penalties of a Class I offense.
- 201 Class II Assault** is willfully subjecting another person to offensive bodily contact.
  - 202 Sexual Misconduct** is any sexual act or gesture that doesn't directly expose the penis (i.e., rubbing of genital area, gyrating, blowing kisses, etc.).
  - 203 Extortion, blackmail protection** is demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

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**204     Threatening conduct** is communicating intent to injure another person or commit a crime of violence or an unlawful act dangerous to human life that:

- a. Places another person in fear of serious bodily injury;
- b. Causes evacuation of a building; or
- c. Causes serious disruption or alarm.
- d. Willfully compelling or inducing another person to engage in conduct from which the latter has a legal right to abstain or prohibiting conduct in which he/she has a legal right to engage, by means of instilling a fear that non-compliance with the demand will result in one of the following:
  - 1) Bodily injury to someone;
  - 2) Significant damage to property;
  - 3) Accusing someone of an offense or causing charges to be instituted against someone.

**205     Possession of Serious Contraband.** Serious Contraband is any item in a juvenile's possession or control (to include within his or her cell, clothing or immediate surroundings) not purchased from canteen, not issued by the facility or not authorized by the Warden or designee. Items of Serious Contraband include but are not limited to:

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- a. Any intoxicating beverage to include possession, having control of, making, using or being under the influence.
- b. Containers of body fluids found either in the juvenile's possession or in the juvenile's immediate living area.
- c. Smoking materials and tobacco products.
- d. Currency or coins.

**206 Creating a Minor Disturbance.** Willfully causing a non-violent disorder that disrupts the orderly operation of the facility.

**207 Sexual Activity** consensual sexual activity between two juveniles or a juvenile and a visitor during a social visit.

**208 Indecent Exposure** is the intentional exposure of genital parts to any person.

**209 Theft** is willfully taking or withholding the property of another person or entity without permission, authorization or authority.

**210 Damage or destruction of property occurs** when a juvenile destroys property belonging to the institution or to any person or does damage to property of the District of Columbia or any individual.

**211 Possession of Stolen Property** is having the property of another or when the owner has not received official written approval to give the property away.

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**212 Lack of Cooperation is:**

- a. Willfully disobeying a valid order of a correctional employee which may lead to a disturbance;
- b. Failing to respond to any question or direction of any employee of the Department or other custodial official;
- c. Failure to promptly enter one's cell; or
- d. Willfully failing to proceed from place to place within the institution in a prompt and orderly way.

**213 Fighting** is when two or more juveniles engage in a physical altercation leading to the exchange of strikes with the intent to cause bodily harm.

**214 Falsifying Physical Evidence is:**

- a. Altering, destroying, concealing, or removing anything, with the intent to impair its authenticity or availability in any official investigation or proceeding; or
- b. Presenting or using anything that is known to be false with intent to deceive an employee or anyone who is or will be involved in a proceeding or investigation.

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**215 Lying is:**

- a. Making a willful, malicious or false report or statement to or about an employee;
- b. Making a false statement with intent to avoid disciplinary action for the violation of an institutional regulation or to aid another juvenile in such an endeavor; or
- c. Knowingly making a false statement about another juvenile with the intent of causing the juvenile harm or affecting the juvenile's housing or program status.

**216 Impeding an Employee in the Performance of Duties** is intentionally obstructing, interfering, opposing or resisting an employee in an investigation or the performance of any duties.

**217 Giving a False Alarm** is communicating an untrue report concerning a fire, explosion, or the present commission of an assault, forcible sexual assault or kidnapping or other catastrophe or emergency where the report is likely to cause the evacuation of a building or to cause the staff to respond to the alarm.

**218 Out of Bounds** includes:

- a. Failure to report to an appointed place of duty or assignment or any other place to which directed by a valid order of an employee or regulations;
- b. Leaving any place where directed to remain by an employee or institutional regulations;

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- c. Being in an unauthorized area; or
- d. Breaching confinement from one's cell.

**219 Tampering with a locking device** to include but not be limited to cell doors, bars, grills, handcuffs, and leg irons.

**220 Creating a Health, Safety, or Fire Hazard** includes any activities, which may cause a fire or create a danger to health and safety.

e. **PENALTES FOR CLASS II OFFENSES.** If, after a hearing pursuant to Disciplinary Board procedures the accused is found to have committed a Class II Serious Offense, the juvenile is subject to any one or more of the following:

- a. Room Restriction for up to three (3) hours in a 24 hour period;
- b. Restitution(Attachment F); ;
- c. Removal from an earned tier and loss of associated privileges;
- d. Assignment to additional behavior modification programs as part of a behavioral plan;
- e. Assignment to mental health counseling as determined to be necessary as part of a behavioral plan;
- f. Participation and development of a specific behavioral plan to address concerns and create specific behavioral goals;
- g. A cleanup detail not to exceed three (3) weeks duration;

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- h. Loss of up to three (3) weeks of social visits;
  - i. Loss of up to three (3) weeks of social phone calls;
  - j. Loss of up to three (3) weeks of commissary privileges; and
  - k. Reduction of sanctions pending a period of fifteen (15) days clear conduct.
- f. **ROOM RESTRICTION (Class I and Class II Infractions)** Class I and Class II Offenses have been established to protect the health and safety of juveniles and staff. Violation of any of these offenses are very serious because such violations have a direct adverse effect and may endanger the health and safety of the juvenile who committed the violation, other juveniles, staff and on facility order and security.
- 1) Room Restriction for Class I and Class II infractions that are deemed non-violent or not a safety risk for the facility (e.g. lack of cooperation or bribery) shall not exceed three (3) hours in a twenty-four (24) hour period.
  - 2) Unit Officers shall make visual contact with the juvenile every fifteen (15) minutes unless the circumstances require more frequent contact. During this contact, the staff person that imposed the room restriction shall not interact with the juvenile.
  - 3) Unit Officers will complete the Room Restriction Log documenting the fifteen minute rounds. (See Attachment J).



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- 4) No juvenile shall be placed in room restriction to exceed twenty-one (21) hours in a seven day period unless an Administrative Hold has been authorized by the Major, Program Manager or higher level authority. If these conditions exist the juvenile must be escorted to medical/mental health for evaluation every forty-eight (48) hours to determine if he/she should be returned to general population based on medical/mental health advisement.
  - 5) If medical/mental health determines a juvenile must be removed from restriction or administrative hold the provider shall consult with the Major and/or Program Manager, who in turn may remove the juvenile from Administrative Hold. The Shift Supervisor shall make notification immediately via telephone in an effort to secure the juveniles safe return to general population.
- g. **ADMINISTRATIVE HOLD.** A form of Room Restriction when a serious/violent Class I or serious Class II incident occurs. It may also be initiated when the continued presence of a juvenile in the general population would pose a serious threat to life, self, staff, other juveniles or to the security or orderly operation of the institution, to include escape. It may only be initiated by a DOC Major. A juvenile shall only be held on an Administrative Hold for the length of time needed to complete investigations, adjudication by the DOC Adjustment Board or address the concern that made the hold necessary. An Administrative Hold may not be used for purposes of punishment, administrative convenience or staffing shortages. Only the Major or designee can authorize release from an Administrative Hold. In the event a designated Federal Bureau of Prison (BOP) juvenile is placed on Administrative Hold, notification shall also be made to BOP as soon as reasonably practical by a Shift Supervisor.

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- 1) In cases where the incident is violent or dangerous in nature or that create a significant safety/security risk for the unit a juvenile may be placed on an Administrative Hold beyond three (3) hours in a twenty-four hour period to investigate the incident or address the safety risk. Only a Major or designee shall impose an Administrative Hold.
- 2) At the discretion of the Major or designee a juvenile may be placed on an Administrative Hold beyond three (3) hours in a twenty-four (24) hour period pending investigation into Class I and Class II serious infractions and adjudication by the DOC Adjustment Board. An Administrative Hold may also be imposed for security purposes to separate juveniles from other juveniles for immediate safety risk.
- 3) If the Major or designee authorizes a juvenile to be placed on an Administrative Hold, the Shift Supervisor shall make immediate notification through the chain of command to include, the Juvenile Program Coordinator. Notification shall be in writing and include justification and reason why the juvenile has been placed on the Administrative Hold.
- 4) The Major or designee shall decide whether to place the juvenile on an Administrative Hold or allow the juvenile to remain in the general population on the unit under normal conditions while awaiting the investigative and hearing process to be completed.
- 5) If the Major or designee decides to allow the juvenile to remain in general population pending the investigation and hearing, the juvenile shall continue all program assignments and privileges of the general population.

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**h. AUTHORIZED ADMINISTRATIVE HOLD:**

- 1) The juvenile shall only be on an Administrative Hold for the length of time needed to complete investigations and address the concern that made the hold necessary. Only the Major/designee or higher level authority can authorize a juveniles release from an Administrative Hold.
- 2) If the juvenile is held beyond twenty-four (24) hours they shall be evaluated by mental health on the unit every forty-eight (48) for evaluation until the hold is lifted.
- 3) Staff shall make fifteen (15) minute Guard 1 Plus interactive rounds unless the circumstances require more frequent contact. During this contact, the staff person shall document the behavior on the Room Restriction Log (Attachment J).
- 4) The Juvenile Unit Social Worker and Case Manager shall check-in with the juvenile daily and document contact on the Room Restriction Log (see Attachment J) and a case note in the juveniles file.
- 5) The OIC shall ensure the following information is recorded in the housing log book, and Room Restriction Log (Attachment J):
  - a) The person who authorized the Administrative Hold;
  - b) The reason given for the Administrative Hold;
  - c) Persons who visit the juvenile;
  - d) A Major or above who authorizes the juvenile's release from Administrative Hold if a decision is made to do so prior to the close of an investigation or hearing;

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- e) The time the juvenile was released from the hold when release is prior to the completion of an investigation;
  - f) Any unusual behavior, special medical/psychological needs that arise or any other deviation from normal activity; and
  - g) Beginning and end of all out of cell time.
- 6) If the Administrative Hold continues beyond 24 hours the juvenile shall be seen by the Housing Board three (3) times per week to determine if the hold is still necessary.
- 7) The Shift Supervisor shall review the juvenile's status each day via phone call to the unit OIC and notify the Major when investigations and hearings are complete or if the safety risks that created the need for the hold have been addressed. If the hold is still deemed necessary the Major or designee will authorize a continued hold and the person who authorized the continued hold shall be documented in the unit log book. The Shift Supervisor and Major shall have a subsequent review every twenty-four (24) hours until the juvenile can safely return to general population.

When it is determined that a juvenile can be returned to general population from an Administrative Hold, the juvenile shall sign a Behavior Plan with the Case Manager within 24 hours or the next business day after return to the general population.

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- 8) While on an Administrative Hold the juvenile shall have the same privileges as general population juveniles as follows:
- a) Education equivalent in duration and subject matter and materials to those provided to general population; such education shall be provided by the teacher and the juveniles shall have meaningful contact with their teacher each day;
  - b) Access to legal services including telephone calls to attorneys;
  - c) Reasonable communication with other juveniles;
  - d) Standard juvenile Institutional clothing;
  - e) Six (6) hours of out of cell time per day not including school and programming. This time shall be allowed two (2) hours per shift;
  - f) An opportunity to shower;
  - g) Hair care services and
  - h) The opportunity to launder clothing.

**i. CLASS III – MINOR OFFENSES**

**301 Minor Contraband:**

- a. Possession of any article other than those defined as major or serious contraband, which is not issued by the institution, not purchased from the canteen, or not specifically authorized by the Warden or designee; or

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- b. The use of any article in a manner contrary to the intent or provisions of issuance, purchase, or authorization.

**302 Interference with the Orderly Operation of the Facility:**

- a. Engaging in loud or boisterous talk, laughter, whistling, or other vocal expression, if such is, or may tend to be, disruptive of order or a disturbance to others.
- b. Approaching or speaking to any visitor unless first authorized to do so by a correctional employee.

**303 Gambling:**

- a. Playing any game including but not limited to card or dice for money or other things of value;
- b. Betting by those observing a game in person or while listening to the radio or looking at television; or
- c. Organizing any game of chance, lottery, betting pool, or other methods of gambling.

**304 Misuse of Authorized Medication** is hoarding or giving personally prescribed medication to another juvenile.

**305 A Juvenile Detail Worker's Refusal to Work**, Failure to Perform Work as Instructed by the Supervisor/Other Authorized

**306 Employee or Unexcused Absence from Work or any Assignment.**

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- 307     Disrespect** is making any profane, obscene, or abusive gesture or remark to, about, or in the presence of any employee, volunteer, or visitor.
- 308     Illegal Enterprise** is running a store or stockpiling canteen in excess of authorized limits for the purpose of profit or personal gain or providing unauthorized services for payment.
- 309     Forgery or Tampering** is the fraudulent reproduction or alteration of a document or other written item.
- 310     Disorderly Appearance** is a juvenile's failure to keep their clothing and person reasonably clean and orderly.
- 311     Abuse of Privileges** is violating any institution regulation relating to a privilege such as telephone use or removing food from the culinary area.
- 312     Abuse of Living Quarters** is a juvenile's:
- a.     Failure to make their own bed neatly each day;
  - b.     Failure to keep their own living quarters clean and orderly;
  - c.     Failure to keep articles issued by the institution or purchased from the canteen neatly in an approved place;
  - d.     Covering or obstructing air exchange vents, light fixtures, windows and cell doors; or

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e. Painting or drawing on or adhering items to walls and fixtures.

**313 Unauthorized Use of Property** is taking, exercising control over, or otherwise using property without consent or authorization.

j. **PENALTIES FOR CLASS III OFFENSES JUVENILES.** If after a hearing before the Juvenile Treatment Team Review Board pursuant to this directive, the accused is found to have committed a Class III Minor Offense, the juvenile is subject to any one or more of the following sanctions:

- 1) Restitution (Attachment F);
- 2) Removal from an earned tier;
- 3) Assignment to additional programs designed for behavior modification;
- 4) Verbal warning;
- 5) A cleanup detail not to exceed two(2) weeks duration;
- 6) Loss of not more than two (2) weeks of social visits;
- 7) Loss of not more than two (2) weeks of social phone calls; or
- 8) Loss of not more than two (2) weeks of canteen privileges;

k. **RESOLUTION DETERMINATION OF CLASS III OFFENSES:** All Class III offenses shall be referred to and adjudicated by the Juvenile Treatment Team Review Board:

- 1) Class III violations shall be documented on a Sanction Report (Attachment G).



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- 2) In some cases, such as lack of cooperation or disrespect, the report writer may recommend that a Class II offense be submitted, reviewed and adjudicated as a Class III sanction when the writer believes the Class II offense committed was relatively minor in nature.
- 3) Staff shall submit Sanction Reports to their supervisor immediately following the alleged violation or no later than the end of the shift/tour of duty on which the alleged violation occurred. The writer shall include a recommendation of proposed sanction in the Sanctions Report.
- 4) The supervisor shall submit Sanctions Reports to the Juvenile Program Coordinator or designee within twenty-four (24) hours of the rule violation.
- 5) The Juvenile Program Coordinator shall advise the juvenile that the report has been written and give the juvenile a copy of the Sanction Report.
- 6) The Juvenile Program Coordinator will ensure that the Case Manager or other designated staff meets with the juvenile within forty-eight hours - (48) to give them an opportunity to talk about what they believes happened, their behavior, and any lessons learned about how to better handle a similar future matter.
- 7) The Juvenile Program Coordinator or designee shall ensure Sanctions Reports are heard and adjudicated by the Treatment Team Review Board no later than seventy-two (72) hours following the rules violation.
- 8) Sanction Review Hearings shall include due process rights and procedures as afforded a disciplinary hearing to include but not be limited to:
  - a) The juvenile is advised of the right to remain silent and that anything said can and may be used against him/her.

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- b) The Treatment Team Review Board Chair shall read the Sanctions Report in its entirety and give the juvenile an opportunity to make a statement to include contesting the charge or admitting guilt.
- 9) The Treatment Team shall give guidance to the juvenile with respect to the reason for the rules and policies of the facility. The elements of the juvenile's behavior or attitude that are deemed to be unsatisfactory shall be pointed out.
- 10) The Treatment Team Review Board may dismiss any or all pending charges. In determining an appropriate penalty, the Treatment Team may take into consideration:
  - a) The juvenile's prior history of adjustment;
  - b) The setting and circumstances of the prohibited behavior;
  - c) The juvenile's account of what took place;
  - d) Rehabilitative goals set for the juvenile; and
  - e) The juvenile's history of or the presence of special needs.
- 11) The juvenile may have input into any proposed sanction.
- 12) The Treatment Team may, in its discretion, suspend or reduce a sanction when for when such action is warranted by the clear conduct of the juvenile during the sanction period.
  - a) When a sanction(s) is suspended and the juvenile's behavior conforms to the required code of behavior throughout the period of suspension, the juvenile shall be relieved of the sanction(s).

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b) If the juvenile commits further violations of the facility's rules or regulations during the period of the suspension, the Treatment Team shall enforce the sanction(s) which was suspended and impose an additional sanction(s) for the new violation(s).

13) The Case Manager shall retain a copy of the sanctions review in the juvenile's case management file and in Paperclips.

14) Sanctions Reports are not filed in the juvenile's official institutional record.

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## CHAPTER FIVE

### HEARING PROCEDURES

**A. CLASS I & CLASS II OFFENSES.** When the behavior is serious or of an egregious nature a disciplinary report shall be completed juvenile may be placed on room restriction an Administrative Hold pending investigation and adjudication by the DOC Adjustment Board.

#### 1. DUTIES OF THE WRITER OF THE DISCIPLINARY REPORT

##### a. Report Preparation

- 1) In writing the disciplinary report (DR), the writer shall document a brief but complete description of the incident to include all facts the writer knows.
- 2) The writer shall completely fill out and sign the DR (Attachment A); describing the alleged offense, including the following:
  - a) Juvenile's name, DCDC #, Housing Unit, Cell #, and the work detail squad name when the incident occurred at the juvenile's work site;
  - b) The charges against the juvenile including:
    - 1) The specific rule(s) violated (ex: Assault with Serious Injury);
    - 2) The Code Reference [example: Class I, Section 107 (a)];
    - 3) The writer shall avoid writing multiple minor charges that are unrelated to the major offense.

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- c) Witnesses (staff and juveniles) to the alleged offense;
- d) A formal statement of the charge to include who was involved, what happened, and the time and location of the occurrence;
- e) Any unusual juvenile behavior;
- f) Any physical evidence and its disposition;
- g) Confidential information and any other reports, memoranda, or records concerning an alleged offense shall be attached to the investigative report;
- h) Any immediate action taken, including the use of force; and
- i) The reporting staff member's signature and the date and time of the report.

**b. Filing the Report**

- 1) The writer shall file the disciplinary report with the Shift Supervisor before completion of the tour of duty on the day of the incident.
- 2) In exceptional circumstances, the report may be filed within two (2) business days of the alleged offense. Such exceptional circumstances shall be noted on the report and approved by the Shift Major.

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## **2. DUTIES OF THE SHIFT SUPERVISOR/INVESTIGATING OFFICER**

### **a. Investigation**

- 1) The Investigating Officer shall be impartial and must not have been directly involved in any way in the offense which caused the proceedings such as being the reporting employee, a victim, or a witness.
- 2) The Investigating Officer shall, within twenty-four (24) hours of the time of the alleged violation, review and summarize the alleged offense on the Disciplinary Investigation Report Form and begin the investigation. (Attachment B).
- 3) The Investigating Officer shall complete the investigation within forty-eight (48) hours of the alleged violation. The original report with completed investigation shall be submitted to the Disciplinary Board upon completion.
- 4) The Investigating Officer shall review the disciplinary report for sufficiency, clarity, correct dates, times, misspellings and will ensure that the charges are supported and are correct.
- 5) The Investigating Officer may request that the charging officer correct misspellings and minor errors prior to serving the juvenile notice of the pending disciplinary action.
- 6) The Investigating Officer may use a range of investigatory actions depending on circumstances and complexities involved. Cases may be straightforward and simple and the disciplinary report will adequately addresses the factual issues in the case without the need for additional investigation.

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- 7) The Investigating Officer may interview and obtain statements from the charged juvenile and other witnesses, including witnesses requested by the charged juvenile.
- 8) Investigators shall remain neutral and shall not act with the goal of obtaining evidence that strengthens either DOC's or the juvenile's case nor for forming opinions of guilt or innocence.

**b. Disposition Determination.** After completing the investigation the Investigating Officer shall decide, in accordance with this directive the following:

- 1) Whether refer the offense to the Juvenile Treatment Team Review Board when the charges are Class III or a Class II minor in nature (e.g. Lack of Cooperation).
- 2) Whether to dismiss the disciplinary report because the report does not substantially meet some other requirement set forth in this directive; or
- 3) Whether to refer the disciplinary report for a Disciplinary Hearing

**c.**

- 1) The Investigating Officer shall advise the juvenile of pending discipline based upon allegations that include the violation of (1) a Class I or Class II Offense(s) or (2) when the Investigating Officer determines that a formal hearing is appropriate.
- 2) The Investigating Officer shall notify the juvenile in such a manner and location that will ensure the juvenile's right to privacy.

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- 3) The Investigating Officer shall also advise the juvenile of their right to remain silent and that anything that they say can and may be used against them at this and any subsequent proceedings.
- 4) The Investigating Officer shall read the disciplinary report in its entirety to the juvenile and shall give the juvenile an opportunity to make a statement.
- 5) If the juvenile makes a statement, the Investigating Officer shall record it in writing (Attachment B). If the juvenile does not wish to make a statement, the Investigating Officer shall document that the juvenile declined to make a statement.
- 6) The Investigating Officer shall give the juvenile a copy of the disciplinary report. Juveniles may request and receive a copy of any statements they made. Copies of the reports given to or read to a juvenile shall not include any confidential or other information that may endanger other juveniles or other person(s), or cause a riot or other major disturbance or damage to property.
- 7) The Investigating Officer shall also inform the juvenile verbally and in writing of the following:
  - a) The option to be heard by a Hearing Officer or the Board;
  - b) The option to have representation when the disciplinary report contains Class I and Class II offenses as further outlined in this policy;
  - c) The right to present documentary evidence at the hearing;



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- d) The right to obtain witness statements or the right to call witnesses to testify subject to rules further outlined in Section 8 of this Chapter; and
  - e) The juvenile shall be advised of the requirement to make a written request for such witnesses at least one (1) day prior to the scheduled hearing date.
- 8) In the event that the alleged offense is one for which the juvenile may also be subject to criminal prosecution, the juvenile shall be advised by the Investigating Officer that determination of whether a criminal offense was committed, shall rest with the prosecuting authorities. Referral for prosecution does not restrict DOC from imposing discipline or other appropriate administrative action.
- 9) The Investigating Officer shall ensure that the juvenile signs the Disciplinary Investigation Report form acknowledging that they have received the disciplinary report. This signature is not an admission of guilt.
- 10) If the juvenile refuses to sign, the refusal shall be noted and signed by the Investigating Officer. Another staff member shall sign attesting that they witnessed the refusal that the juvenile received a copy of the report.

### 3. DISCIPLINARY BOARD HEARINGS

- a. Hearings shall be held Monday through Friday, except holidays. Upon receipt of a properly filed disciplinary report, the Disciplinary Hearing Officer shall record the matter in JACCS on the “Misconducts” screen in the juvenile’s active booking.

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- b. Juveniles charged with rule violations shall be scheduled for a hearing *no later than seventy-two (72) hours*—excluding weekends and holidays (or continuances that are granted in accordance with this policy, “Continuances”)—*after the date of the alleged violation*. The Disciplinary Hearing Officer shall enter the hearing date in JACCS on the “Schedule” screen in the juvenile’s active booking.
- c. If extraordinary circumstances necessitate delay of the hearing beyond twenty-four hours (24) hours from the alleged violation, the Hearing Officer shall document the reason for the delay and provide the juvenile with written notification.
- d. The Hearing Officer shall notify the juvenile and the juvenile’s representative of the time and place of the hearing no less than twenty-four (24) hours in advance of the hearing.

#### **4. CONTINUANCES.**

- a. A juvenile may request and the Hearing Officer may grant one continuance of three (3) business days subject to the following conditions.
- b. The juvenile shall not be granted a continuance for the purpose of postponing imposition of disciplinary sanctions.
- c. The Hearing Officer shall grant such a request for a continuance if the juvenile establishes one of the following:
  - 1) The juvenile’s representative or any witness will not be available on the day of the hearing;

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- 2) Circumstances reasonably prevented the juvenile from adequately preparing a defense for the hearing in the time allotted;
  - 3) The juvenile became ill or was otherwise unavailable for the hearing; or
  - 4) Further investigation of factual matters relevant to the hearing is required.
- d. If a continuance is granted, the Hearing Officer shall change the scheduled hearing date in JACCS on the “Schedule” screen in the juvenile’s active booking.

## **5. REPRESENTATION**

- a. A juvenile may request legal assistance from the Public Defender Service (PDS) for the District of Columbia or a staff representative when charges include a Class I offense.
- b. A juvenile may request assistance from a staff representative in order to prepare for a defense when charges include a Class II offense. The juvenile will not choose the staff representative; the Disciplinary Board will assign the staff representative.
- c. A juvenile shall not be represented by another juvenile at a disciplinary hearing.
- d. The Investigating Officer may make an offer to the juvenile for staff representation for any class offense when:
  - 1) It is apparent that the juvenile is not capable of collecting evidence on their own behalf (for example a juvenile on an Administrative Hold);
  - 2) The juvenile appears to need interpreter services; or
  - 3) The juvenile’s overall mental or emotional status appears to be a barrier to presenting evidence on their own behalf.

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- e. Juveniles have the right to refuse either legal or DOC employee assistance.
- f. Staff members selected for duties to assist juveniles at Disciplinary Board hearings shall be granted sufficient time to meet with the juvenile before the hearing, gather evidence, question witnesses, and represent the juvenile at the hearing. The following conditions shall apply:
  - 1) No potential adverse witness may be compelled to meet with the staff representative.
  - 2) The staff representative may be given the opportunity to meet with potential witnesses at least twenty-four (24) hours before the Disciplinary Board hearing.
  - 3) Coordination shall be such that this responsibility does not unduly interfere with the employee's regular duties.
- g. Upon receipt of the completed disciplinary report and investigation the Disciplinary Board will review the report. If a staff representative is requested the Board will select and notify the representative. The Board will also notify the staff representative of the pending hearing date.

**6. REPRESENTATIVE ASSISTANCE.** The role of the staff representative is to ensure that the juvenile receives a fair hearing. The legal representative or staff representative may as necessary assist as follows (Attachment C):

- a. Confer with the accused prior to the hearing.
- b. Question witnesses for the accused during the hearing.
- c. Review written statements of charges and investigation.
- d. Clarify the position of the accused.

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- e. Make a statement and present documentary evidence.
- f. Aid the accused in presenting a defense or offer an explanation of the defense.

## 7. HEARING OFFICIALS

- a. The juvenile shall be given the opportunity to have the case reviewed by either the Hearing Officer or the Disciplinary Board.
- b. Prior to the hearing, the juvenile's legal counsel may request on behalf of the juvenile, that the case be heard before either a Hearing Officer or the Disciplinary Board.
- c. The Hearing Officer shall indicate on the hearing form when either the juvenile or the juvenile's counsel requests a change from Hearing Officer to Disciplinary Board or vice versa.
- d. **Hearing Officer:**
  - 1) Shall be impartial and must not have been directly involved in any way in the offense which caused the proceedings such as being the reporting employee, a victim, or a witness and must not have participated in the investigation of the allegations.
  - 2) Shall disqualify themselves without a request from the juvenile when the Officer feels a personal bias for or against the juvenile. Bias is defined as a mental leaning or inclination toward one conclusion or another, a partiality or a prejudice.

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- 3) The Warden reserves the right to remove a Hearing Officer as appropriate when there is a reasonable appearance of bias, even though the Hearing Officer may not feel they are in fact biased.

**e. Disciplinary Board**

- 1) The Disciplinary Board shall consist of three (3) DOC employees who are impartial and have not been involved in any way in the offense which caused the proceedings and who has not participated in the investigation of allegations.
- 2) The Warden shall name the Disciplinary Board members and designate one of the three as the Hearing Officer. Members shall serve any period deemed appropriate by the Warden.
- 3) A minimum of two (2) votes shall be required for a decision by the Board.

**8. HEARING PROCEDURES.** The following requirements shall apply to all disciplinary hearings.

- a. The hearing proceedings shall be tape recorded or reasonably detailed minutes shall be taken.
- b. At the hearing, all reports and evidence shall be presented and read to the juvenile.
- c. A hearing shall be held to determine the guilt or innocence of the juvenile on the offense(s) charged.

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- d. Failure to comply with the procedural requirements or time limits of the disciplinary process or clerical errors (i.e., misspellings or inaccurate DCDC#, etc.) does not necessitate dismissal of a hearing or a charge against the juvenile. Time limits, procedural or clerical errors may warrant a new hearing, but only in exceptional circumstances should a disciplinary proceeding be dismissed entirely as a result of a procedural error. Dismissal for missing time limits is at the discretion of the Hearing Officer or Warden.
- e. Juveniles charged with rule violations shall be present at the hearing, unless:
  - 1) Voluntary Waiver. The juvenile, with knowledge of the consequences, waives in writing the right to appear in person at the hearing. This form of waiver does not necessarily indicate an admission of guilt.
  - 2) Refusal to Attend. When juveniles refuse to attend the hearing, they shall be warned by the Hearing Officer that the hearing will proceed without them. Refusal to attend does not necessarily indicate an admission of guilt.
  - 3) Exclusions for Safety or Security Reasons. Such exclusions shall focus on the threat created by bringing the juvenile to the hearing or allowing the juvenile to remain in the hearing.
  - 4) Behavior that Disrupts the Hearing. The Hearing Officer may decide to disallow the juvenile's appearance or have the juvenile removed from the hearing when the juvenile's behavior is entirely disruptive to the proceeding.
  - 5) Protection of Others. The hearing may proceed without the juvenile when temporary exclusion is necessary for the protection of others, such as during discussions about confidential informant information.

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- f. The juvenile shall be advised of their right to remain silent and that anything that they say can and may be used against them at this hearing and any subsequent proceedings.
- g. Following the presentation, the juvenile-or their representative, if it is determined that the juvenile knowingly and voluntarily wishes to make or have a statement made on their behalf, shall be given an opportunity to make a statement, present relevant documentary evidence and submit witnesses statements.
- h. At the conclusion of the juvenile’s statement, the Board may pose questions to the juvenile. The juvenile can invoke the right to remain silent at any point in the proceeding.
- i. The Hearing Officer may limit witnesses when the Hearing Officer determines that a witness or witnesses whom the juvenile wishes to call cannot provide relevant testimony, would be unduly repetitious of previous testimony, should not be called for any other good cause related to the safety of any juvenile or other person, or because the witness’s presence poses undue hazard to the safety, order and security of the facility. The Hearing Officer shall document in the hearing record the specific reason for limiting any witnesses.
- j. The juvenile may be excluded from the hearing proceedings during a witness’s testimony when the Hearing Officer has concluded such action is necessary for security reasons, to include but not be limited to, the protection or otherwise required anonymity of the witness. The Hearing Officer shall document the juvenile’s absence or exclusion.
- k. Witnesses who cannot or choose not to respond to questions in person can be asked to submit written statements.



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- I. The juvenile's legal or staff representative and hearing officials may question (1) witnesses who are appearing on behalf of the juvenile; (2) the accusing officer and (3) any adverse witness. The juvenile shall not be allowed to question witnesses.
  
- m. If there is disruption of the proceedings, the Hearing Officer has the authority to adjourn the proceedings and shall note the reason for adjournment in the record of the hearing. The hearing shall be resumed at a later time.

## **9. HEARING DELIBERATIONS AND DECISIONS**

- a. Deliberation of Guilt or Innocence:
  - 1) The juvenile and the legal or staff representative shall not be present during the deliberations of guilt or innocence.
  - 2) The Hearing Officer/Board shall base the decision of guilt or innocence solely on information obtained in the hearing process including staff reports, the juvenile's statements, and evidence derived from witnesses and documents that directly relate to the incident.
  - 3) During deliberations of guilt or innocence, the Hearing Officer/Board shall not examine the juvenile record or the prior disciplinary record of the juvenile.
  - 4) When the report contains an allegation of more than one code violation, the Hearing Board/Officer shall document guilt or innocence for each alleged individual code violation.

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- 5) The juvenile and the legal or staff representative shall be notified orally, immediately after the Hearing Board/ Officer decides the juvenile's guilt or innocence.
- 6) If the juvenile is found guilty of one or more of the code of offenses, the juvenile or their representative shall be allowed to make a final statement on the juvenile's behalf prior to deliberation as to the appropriate sanction to be imposed.

**b. Sentencing Deliberations**

- 1) The juvenile and the legal or staff representative shall not be present during the deliberations for imposition of sanctions.
- 2) At this time, the Hearing Officer/Board may review contents of the juvenile's record solely for review of past behavior that may assist in determining the appropriate sanction(s).
- 3) When finding the juvenile guilty of several charges arising from the same incident, sanctions appropriate to the overall conduct may be considered rather than imposing multiple consecutive sanctions based upon each individual charge.
- 4) The juvenile shall be given immediate verbal notification of the recommended sanction(s), if any, and of their right to appeal to the Warden.
- 5) The Hearing Officer/Board shall issue a written decision, stating the factual information upon which the finding is based, the supporting reasons, the sanction being imposed and notice of the juvenile's right to appeal.

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- 6) The Hearing Board Members/Officer shall sign the Juvenile Disciplinary Report form (Attachment A) and the Hearing Officer shall forward the disciplinary decision to the Warden (or designee) for approval.
  - 7) If the Board members do not reach a unanimous decision, this shall be recorded in the hearing record to include the dissenting Board member's statement.
  - 8) A Juveniles disciplinary history resulting in guilty findings will be considered by the Hearing Officer.
- c. For Class I offenses, and when the Investigating Officer determines that a Class II offense should be heard at a Disciplinary Board proceeding, the Investigating Officer shall advise the juvenile of pending discipline based upon allegations that include the violation of a Class I or Class II Offense(s).
  - d. The Investigating Officer shall notify the juvenile in such a manner and location that will ensure the juvenile's right to privacy.
  - e. The Investigating Officer shall advise the juvenile of their right to remain silent and that anything that they say can and may be used against them at this and any subsequent proceedings.
  - f. The Investigating Officer shall read the disciplinary report in its entirety to the juvenile and shall give the juvenile an opportunity to make a statement.
  - g. If the juvenile makes a statement, the Investigating Officer shall record it in writing. If the juvenile does not wish to make a statement, the Investigating Officer shall document that the juvenile declined to make a statement. (Attachment B).

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- h. The Investigating Officer shall give the juvenile a copy of the disciplinary report. The juvenile may request and receive a copy of any statements they made. Copies of the reports given to or read to a juvenile shall not include any confidential or other information that may endanger other juveniles or other person(s), or cause a riot or other major disturbance or damage to property.
- i. The Investigating Officer shall inform the juvenile verbally and in writing of the following:
  - 1) The option to have representation (Attachment C). The Investigating Officer may make an offer to the juvenile for staff representation for any class offense when:
    - a) It is apparent that the juvenile is not capable of collecting evidence on their own behalf (for example a juvenile on an Administrative Hold);
    - b) The juvenile appears to need interpreter services; or
    - c) The juvenile's overall mental or emotional status appears to be a barrier to presenting evidence on their own behalf.
  - 2) The right to present documentary evidence at the hearing.
  - 3) The right to obtain witness statements or the right to call witnesses to testify subject to rules further outlined in Section 19¶ k-n of this Chapter.
  - 4) The juvenile shall be advised of the requirement to make a written request for such witnesses at least one (1) day prior to the scheduled hearing date.

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- j. In the event that the alleged offense is one for which the juvenile may also be subject to criminal prosecution, the juvenile shall be advised by the Investigating Officer that determination of whether a criminal offense was committed shall rest with the prosecuting authorities. Referral for prosecution does not restrict DOC from imposing discipline or other appropriate Restrictive action.
- k. The Investigating Officer shall ensure that the juvenile signs the Disciplinary Investigation Report form acknowledging that he or she has received the disciplinary report(Attachment B).This signature is not an admission of guilt.
- l. If the juvenile refuses to sign, the refusal shall be noted and signed by the Investigating Officer. Another staff member will sign attesting that they witnessed the juvenile's refusal to sign.
- m. The Investigating Officer shall immediately give the original disciplinary report along with the completed investigation and supporting documents to the Disciplinary Board (Attachments A and B).
- n. The Investigating Officer shall give the juvenile a written copy of the alleged rule violation(s) (Attachment A) within twenty-four (24) hours of the infraction(s).
- o. The Investigating Officer shall also give a copy of the rule violation to the Juvenile Program Coordinator.

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- p. The Juvenile Program Coordinator shall immediately notify the DCPS Principal of the impending disciplinary report when the juvenile is receiving special education through an Individualized Education Plan (IEP). DCPS will advise the Disciplinary Board or Treatment Team Review Board of whether or not the juvenile's behavior appears to have been affected by their special needs.
- q. A mental health care professional shall provide the Board with information and guidance when it is apparent that the juvenile's behavior may be significantly affected by their mental health status.

#### **16. WARDEN'S REVIEW/APPROVAL OF RECOMMENDED SANCTION**

- a. Within two (2) business days of the disciplinary hearing, the Hearing Officer shall forward the written hearing record to the Warden or designee (hereafter called the Deciding Official).
- b. Within three (3) business days of receipt of the written disciplinary hearing record the Deciding Official shall review the recommended action to determine that hearing proceedings and the action taken conform to rules outlined in this directive.
- c. The Deciding Official may then take any of the following actions:
  - 1) Approve the findings;
  - 2) Vacate a finding of guilt and all sanctions;
  - 3) Reduce the sanction(s); or

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- 4) Remand the case back to the Hearing Officer or Disciplinary Board for further proceedings.
- d. No remand shall be made to increase the severity of the sanction.
- e. If the juvenile was found not guilty at the hearing, the Deciding Official may remand the case for further proceedings if it is determined that the Hearing Officer/Board failed to consider relevant evidence at the time of the hearing, which was not made part of the record due to administrative or procedural error.
- f. The Hearing Officer shall enter any changes to the original decision made by the Deciding Official in JACCS on the “Misconduct” screen in the juvenile’s active booking.

## **17. APPEAL**

- a. If the juvenile wishes to appeal, they shall notify the Hearing Officer at the conclusion of the hearing.
- b. The juvenile shall submit the appeal to the Warden in writing utilizing the Disciplinary Board Hearing Appeal Form (Attachment E) within three (3) business days of receipt of the written disciplinary sanction.
- c. The appeal basis shall be limited to the following:
  - 1) The merits of the incident that may include considering the weight of the evidence against the juvenile; or
  - 2) The appropriateness of the sanction imposed by the Hearing Officer/Board.

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- d. The Warden or designee shall either affirm or reverse the decision for discipline within ten (10) business days of receipt of the appeal. Any decision in an appeal shall be based upon a reasonable assessment of the evidence presented.
- e. The Hearing Officer shall deliver a copy of the written disciplinary or appeal hearing decision to the juvenile within two (2) business days of the Warden's or designee's decision.
- f. The Disciplinary Board Chair Shall enter any changes to the original decision made by the deciding official in JACCS on the "misconduct" screen in the juvenile's active booking

## **18. HEARING RECORD**

- a. If after all review and appeals, the juvenile is found guilty of any or all of the charges, the Hearing Officer shall enter the data into the JACCS active booking "Misconduct" screen and shall scan all supportive reports, documents and proceedings into Paperclip.
- b. Documentation shall include the disciplinary hearing record, the written decision, the reason for the action and the disposition.
- c. Confidential information shall not be electronically stored in JACCS.
- d. Paper copies of all reports, proceeding records and related documents shall be scanned in the juvenile's Paperclip file.
- e. The Hearing Officer shall preserve the written hearing record in accordance with PS 2000.2 Retention and Disposal of Department Records.



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- f. When a juvenile is found not guilty of the rule violations that they were charged with in connection with a single incident, the Hearing Officer shall remove the disciplinary report in its entirety from all of the juvenile's files.

## **19. IMPOSING DISCIPLINARY SANCTIONS**

- a. Concurrent or consecutive sanctions may be imposed.
- b. All sanctions shall be noted on the disciplinary report and shall include the starting and ending date of the period of discipline.
- c. The Hearing Officer shall monitor the dates when the sanction is applicable.
- d. The Hearing Officer shall enter Disciplinary Sanctions and into JACCS and notify the affected housing unit, Juvenile Program Manager, juvenile visitor control officers and the canteen officer for enforcement.
- e. The Housing Board shall hold a hearing in accordance with this policy if it is determined that after the period of discipline, the juvenile should be placed on an Administrative Hold based upon conditions outlined in this policy the Board Chair shall seek authorization from the Major.

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## CHAPTER SIX

### PROTECTIVE CUSTODY

1. **Protective Custody.** The DOC shall protect the safety of juveniles who have been identified and verified or communicates themselves as being at risk of physical threat of harm from a juvenile or juveniles in general population by allowing the juvenile to be placed in voluntary or involuntary protective custody while limiting such placements to only that period necessary to protect them from harm. A juvenile may request protective custody when they believe they are in imminent harm or danger. When these conditions exist DOC shall:
  - a. Complete documentation describing the risk on a DCDC1 form.
  - b. Ensure the juvenile completes documentation explaining the threat or reasons for the protective custody request.
  - c. Conduct an investigation facilitated by the Shift Supervisor or designee and Juvenile Program Manager to determine if the need for protective custody is credible. Upon completion of the investigation a decision shall be made by the Juvenile Program Manager to continue the protective custody.
  - d. When a juvenile is placed in Protective Custody, an alert shall be placed in JACCS on the "Alert Screen" in the juvenile's active booking.
  - e. If placed in Protective Custody the juvenile shall be afforded six (6) hours of out of cell time per day not including school and programming. This shall be accomplished by allowing two hours per shift.

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- f. Staff shall conduct rounds utilizing the Guard 1 Plus when making contact with the juvenile every fifteen (15) minutes. During this contact, the staff person shall interact with the juvenile.
- g. Employees who supervise or perform an activity involving a juvenile who is on Administrative Hold or Protective Custody (PC) shall document all activities on the Room Restriction Log. (Attachment J) as follows:
  - 1) The employee shall clearly sign and indicate the date and time of each activity in the applicable section of the Room Restriction Log (Attachment J).
  - 2) Any abnormal, aggressive or violent behavior, as well as all staff contact shall be noted in the remarks section of the juvenile's Room Restriction Log.
- h. Juveniles, while in protective custody shall have a review with the Housing Review Board (Housing Board Hearing Chapter Seven) three times per week. The goal of the hearings shall be to determine if the need for protective custody still exists and if the juvenile can safely reintegrate into the general population.
- i. Juveniles while in protective custody shall have access to reasonable programs and services that include, but are not limited to, the following:
  - 1) Additional programs, therapy or counseling services which the treatment team determines to be appropriate or as requested by the juvenile;

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- 2) Education equivalent in duration and subject matter and materials to those provided to juveniles not in confinement. Such education is provided by the DCPS teachers and the juvenile has meaningful contact with their teacher each day;
- 3) Access to legal services including telephone calls to attorneys;
- 4) Reasonable communication with other juveniles;
- 5) Regular, appropriate institutional clothing;
- 6) The juvenile is provided an opportunity for shower daily;
- 7) Six (6) hours of out of cell time per day not including school and programming. This time shall be given two hours per shift;
- 8) Juveniles shall receive hair care services and opportunity to do laundry weekly.

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## **CHAPTER SEVEN**

### **HOUSING BOARD HEARINGS**

#### **1. HOUSING HEARING**

- a. The purpose of a housing hearing is to allow for a full and fair determination for placing a juvenile in Administrative Hold when any of the following conditions are apparent:
  - 1) There is a clear and present threat to the juvenile's personal safety and involuntary protective custody is deemed appropriate;
  - 2) There is a clear and present threat to support the juvenile's request for voluntary protective custody;
  - 3) The juvenile poses a clear and present danger to the safety of others;
  - 4) The juvenile poses a definite escape risk; or
  - 5) The juvenile has been referred for criminal prosecution or is under investigation for the commission of a criminal offense while confined.
- b. Each administrative hold or protective custody case shall be reviewed with the goal of terminating the hold when the threat no longer remains.
- c. The juvenile should attend and have input at each housing hearing unless their behavior is documented to be so disruptive or their presence presents and undue threat to the security of other juveniles, staff or the orderly operation of the unit.

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- d. The juvenile shall be afforded the rights and due process procedures of an Administrative Review/housing hearing as described in this directive.

## 2. HOUSING BOARD

- a. The Housing Board shall be composed of three (3) employees of the Department of Corrections. There shall be a standing Housing Board Chair as appointed by the Warden.
- b. No employee shall participate as a member of the Housing Board at a juvenile's hearing if:
  - 1) The employee has been involved in the investigation of the incident which led to the Housing Hearing;
  - 2) The employee was a witness to or has firsthand knowledge of the incident; or
  - 3) The employee would for any reason be unable to make an unbiased decision as to the housing of the particular juvenile.

## 3. NOTICE OF HOUSING REVIEW BOARD HEARING

- a. The juvenile shall receive at least a twenty-four (24) hour advance notice of the scheduled housing hearing.
- b. The notice shall inform the juvenile when the matter has been referred for criminal prosecution.

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- c. The notice shall inform the juvenile that they may be subject to criminal prosecution, that the juvenile has the right to remain silent, that a juvenile's silence alone will not subject them to disciplinary action, and that the juvenile is entitled to testify at the housing hearing, but that any testimony which is given may be used against the juvenile in future housing hearings, disciplinary hearings, or criminal prosecutions.
- d. The Housing Board Hearing Officer may appoint a staff representative to assist the juvenile when literacy, developmental or mental health barriers exist.
- e. The Housing Board Hearing Officer shall enter the hearing date in JACCS "Schedule Screen".

#### **4. REQUEST FOR CONTINUANCE**

- a. A juvenile may request one continuance of the Housing Board hearing. The continuance may be for up to forty-eight hours (48) business days.
- b. The Hearing Officer shall grant the request for a continuance if the juvenile establishes one of the following:
  - 1) Their employee representative or any relevant witness would not be available on the day of the hearing; or
  - 2) That they could not properly prepare for the hearing in the time allotted.
- c. If granted a continuance, the Housing Board Chair shall enter the new hearing date in JACCS on the "Schedule" screen.

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## 5. HOUSING REVIEW BOARD HEARING PROCEDURES

- a. In a housing hearing held to determine whether a juvenile presents a clear and present danger to others or is in danger from a clear and present threat from others, the Board must determine whether there is a security need to separate the juvenile from a member of one of the following groups of juveniles:
  - 1) The identifiable victim of an assault;
  - 2) Identifiable witnesses;
  - 3) Identifiable informants;
  - 4) Another juvenile who presents an identifiable threat of physical harm to the juvenile.
  - 5) The juvenile has been referred for criminal prosecution or is under investigation for the commission of a criminal offense while confined.
- b. In a housing hearing held to determine whether a juvenile is a definite escape risk, the Board must determine whether a juvenile presents a definite escape risk because:
  - 1) The juvenile acted with the intent to escape and avoid confinement;
  - 2) The juvenile possessed instruments designed for use in an escape;
  - 3) The juvenile made statements manifesting an intent to escape;
  - 4) The juvenile has been convicted of prison breach from a secure facility;  
or
  - 5) There is other relevant evidence reasonably showing the juvenile to be a definite escape risk.



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- c. At the housing hearing, the Board shall advise the juvenile of their rights, and present findings and supporting evidence for the proposed action.
- d. The Housing Review Board shall see a juvenile placed on an Administrative Hold or protective custody three (3) times per week with the goal of safely returning the juvenile to general population.
- e. The Board's judgment shall be based on consideration of all the evidence presented. Relevant evidence may include, but shall not be limited to, testimony or documents pertaining to the facts and circumstances surrounding an investigation of the juvenile's alleged conduct, the juvenile's placement in protective custody or the testimony of witnesses.
- f. In cases where evidence is received, anonymously or by an informant, this information must be investigated for creditability and reliability. There must be some information or record from which a Housing Board can reasonably conclude, after inquiry, that the evidence or the informant is reliable. The inquiry or investigation shall be conducted in a way not to reveal the identity of the informant.
- g. If the Housing Board determines that the juvenile should continue to be placed on an Administrative Hold or Protective Custody, the Hearing Board Chair shall prepare within twenty-four hours of the hearing a written statement of the Board's decision and the factual information upon which the decisions based (Attachment K).

## 6. APPEAL

- a. A juvenile is entitled to appeal a decision of the Housing Board to the Warden or the Warden's designee.

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- b. Notwithstanding the filing of a Notice of Appeal, a juvenile may be confined in Room Restriction immediately following a decision by the Housing Board.
- c. The juvenile shall file a “Notice of Appeal” with the Warden within three (3) business days of receipt of the Housing Board Decision or at such later time as the Warden may allow.
- d. The Notice of Appeal shall set forth the reasons why the juvenile feels the Housing Board decision should be reversed and the juvenile should include any supportive documentation.
- e. The Warden shall complete the review of the appeal within ten (10) business days of receipt and shall promptly notify the juvenile in writing of the appeal decision.

## **7. HOUSING HEARINGS-DETENTION**

- a. If a juvenile is placed in Administrative Hold or protective custody, that placement shall be reviewed three (3) times per week with the goal of terminating the Administrative Hold or safely ending a protective custody.
- b. The juvenile shall appear before the Housing Review Board at each hearing unless.
  - 1) The juvenile waives appearance in writing; or
  - 2) Exclusions for Safety or Security Reasons. Such exclusions shall focus on the threat created by bringing the juvenile to the hearing or allowing the juvenile to remain in the hearing. The reason(s) for exclusion must be in writing and submitted to the approving authority for the hearing disposition.

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- c. At each review hearing, the juvenile may present in writing any new evidence for the Board's consideration.
- d. At each review the Board shall determine whether the juvenile's return to the general population still poses an escape risk or security risk to the juvenile or others. In particular, when the juvenile is voluntary or involuntary restricted for protection, the Board members shall determine whether other juveniles from whom the juvenile is separated are presently in the general population.
- e. If the Board determines that there is no longer an escape risk or a security risk to the juvenile or others, the Board shall document their findings utilizing the Administrative Housing Review Form (Attachment K). The juvenile shall be released from room restriction upon final approval from the Warden or designee.
- f. The Housing Board Hearing Officer shall deliver a copy of the written determination to the juvenile within one week of the approved decision. If disclosing the name of any individual or any of the evidence on which the Board relied in making its determination would, in the Board's judgment, pose a threat to the safety of any juvenile or other person, or cause a riot or other major disturbance or damage to property, the Hearing Officer may delete the material from the copy of the written statement given to the juvenile.
- g. When deletions are made, the Housing Board Hearing Officer shall transmit a copy of the entire record of the hearing to the Warden. The Warden shall ensure that all documents are retained for a period of at least two (2) years.

## 8. PROCEDURES FOR DATA ENTRY


- a. When a juvenile is placed on Administrative Hold or Protective Custody, an alert shall be entered into JACCS on the "Alert Screen" in the juvenile's active booking.

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- b. When a juvenile is removed from Administrative Hold or Protective Custody, the alert shall be deleted in JACCS on the “Alert Screen” in the juvenile’s active booking and an end date placed in the JACCS record.
- c. Upon determining the date of the initial and subsequent housing hearing reviews, the Housing Board Officer shall enter hearing dates into JACCS on the “Schedule” screen on the juvenile’s active booking.

## 9. ADMINISTRATIVE HOLD PENDING LAW ENFORCEMENT AGENCY INVESTIGATIONS

- a. When a juvenile is placed on an Administrative Hold pending investigation for possible criminal prosecution, the Warden or designee shall maintain contact with the law enforcement agency handling the investigation.
- b. Upon notification by the investigating law enforcement agency that criminal prosecution will not be initiated against the juvenile, the Housing Board Officer shall schedule the juvenile for an Administrative Housing Review to either:
  - 1) Release the juvenile from Administrative Hold;
  - 2) Restrictive housing; or
  - 3) Continue the juvenile in Administrative Hold or Protective Custody based upon determination that the juvenile is in danger from a threat to the juvenile’s personal safety, the juvenile poses a danger to the safety of others, or the juvenile is a definite escape risk.

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			<b>OPI:</b>	DIRECTOR	
			<b>REVIEW DATE:</b>	May 1, 2015	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	<b>GENDER CLASSIFICATION AND HOUSING</b>			
	<b>NUMBER:</b>	<b>4020.3E</b>			
<b>Attachments:</b>	Attachment A – Gender Housing Request Form				

**SUMMARY OF CHANGES:**

Section	Change
Changes to Policy	<i>Significant changes throughout the policy. References to “Transsexual” or “Transgendered” were remove and replaced with “Transgender”.</i>
	<i>“Attachment A, Gender Housing Request Form has been revised”.</i>

**APPROVED:**



**Thomas Faust, Director**

5/1/2014

**Date Signed**

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<b>NUMBER:</b>	<b>4020.3E</b>			
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1. **PURPOSE AND SCOPE.** To establish procedures on providing the appropriate treatment of transgender, intersex, and gender variant persons who are incarcerated and housed within the District of Columbia Department of Corrections (DOC).

## 2. **POLICY**

- a. It is DOC policy to provide services in a humane and respectful manner to transgender and intersex inmates while ensuring that they are processed and housed safely and efficiently to the greatest extent possible. For the safety, security and order of the facility, the DOC classifies and houses male and female offenders in separate housing units. DOC shall classify an inmate who has male genitals as a male and one who has female genitals as a female, unless otherwise recommended by the Transgender Housing Committee and approved in accordance with this policy.
- b. In order to address the specific needs of transgender individuals, upon initial intake at Receiving and Discharge (R&D), or at any time that an inmate makes known to DOC staff their transgender or intersex status, staff shall follow the guidelines in this policy in order to determine the inmate's housing based on his or her safety/security needs, housing availability, gender identity and genitalia, if:
  - 1) An inmate indicates that they are transgender or intersex at any time during their custody.
  - 2) An inmate's gender identity, appearance, overt expression, or behavior differs from their assigned sex at birth.
  - 3) A gender designation made by any public entity, government agency or law enforcement agency indicates that the inmate is transgender.

## 3. **NOTICE OF NON-DISCRIMINATION**

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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#### 4. DIRECTIVES AFFECTED

##### a. Directives Rescinded

PP 4020.3D                      Gender Classification and Housing (05/08/13)

##### b. Directives Affected

PS 1280.2                      Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences

PP 4090.3                      Classification (Program Review)

PM 8010.1                      Work Release Program

OM 13-007                      Elimination of Sexual Abuse, Sexual Assault, and Sexual Misconduct

#### 5. AUTHORITY

- a. Farmer v. Brennan, 511 U.S. 825 (1994).
- b. Sandin v. Conner, 515 U.S. 472 (1995).
- c. DC Code § 24-211.02, Powers; Promulgation of Rules.

#### 6. STANDARDS REFERENCED

- a. American Correctional Standard (ACA) 4th Edition, Standards for Administration of Correctional Agencies, 4<sup>th</sup> Edition 4-ALDF-4D-22-4.
- b. Prison Rape Elimination Act of 2003, Department of Justice, 28 CFR Part 115

#### 7. DEFINITIONS

- a. **Gender Identity.** One's internal sense of being male, female or in between. Since gender identity is internal, one's gender identity is not necessarily visible to others.
- b. **Gender Expression.** How one represents/expresses their gender identity to others; a combination of behavior, dress, hairstyles, voice, body

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characteristics or other gender-related behaviors.

- c. **Intersex.** A set of medical conditions that features a congenital irregularity of the reproductive and sexual system. A person with an intersex condition is born with sex chromosomes, external genitalia, and/or an internal reproductive system that is not considered “standard” for either male or female.
  - d. **Sexual Orientation.** One’s romantic, emotional and/or sexual attraction to members of the same, opposite or both sexes. Includes male or female homosexuality, heterosexuality, and bisexuality.
  - e. **Transgender.** An umbrella term used to describe someone whose gender identity, expression or behavior is different from that typically associated with their assigned sex at birth.
  - f. **Transgender Housing Committee.** Refers to a committee established by the D.C. Department of Corrections comprised of a medical practitioner, a mental health clinician, a correctional supervisor, a Chief Case Manager or designee and a DOC approved volunteer who is a member of the transgender community who is experienced and knowledgeable about transgender issues or an acknowledged expert in transgender affairs. The committee shall determine the transgender inmate’s housing assignment after review of all of the inmate records and assessments, and an interview with the inmate during which the inmate’s own opinion of his/her vulnerability in the jail population shall be considered.
  - g. **Transgender Advisory Committee.** The Transgender Advisory Committee (TAC) serves as a liaison between the DOC, the transgender community and its stakeholder organizations. The objectives of the TAC are to ensure open communication between DOC and the transgender community, maintain ongoing dialogue on issues/problems facing the transgender community, and promote public awareness of the programs and services offered for the transgender community.
  - h. **Gender Variant.** Refers to any person whose expression of gender, (masculinity and femininity) does not conform to the dominant gender norms of Western culture.
8. **PROCEDURES.** In all circumstances, staff shall only ask questions related to gender identity or gender expression for the purpose of making intake and housing assignments, classification, programming, providing health care and health



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assessments, or where information is necessary to ensure the safety, security and order of inmates/residents, staff, visitors, the facility, and the community.

Questions related to gender identity or gender expression shall be asked in a respectful manner to preserve confidentiality as well as human dignity and avoid subjecting the inmate/residents to abuse, humiliation or ridicule.

Searches or physical examination of transgender or intersex inmates/detainees by any staff member or other than a physician for the sole purpose of determining the inmate/detainee's genital status is strictly prohibited.

9. **INITIAL INTAKE.** Upon initial intake in Receiving and Discharge (R&D), if an inmate's gender-related expression, identity, appearance, or behavior differs from their biological sex, staff shall place transgender or intersex inmates in a cell by themselves during the intake process for their safety and security and the safety, security and order of the facility.

*Staff shall:*

- a. Review commitment documents for gender assignment or any notification that identifies the inmate as transgender or "vulnerable."
- b. If, after reviewing commitment documents and other notifications, staff still cannot determine the assigned sex at birth, they shall ask the inmate for verification of the sex of the genitalia. Staff must conduct this inquiry privately and in a professional manner to preserve confidentiality and avoid subjecting the inmate to abuse or ridicule.
- c. The inmate shall be taken to medical where the inmate's genital status should be determined during a medical interview, by reviewing medical records, or if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.
- d. If the inmate's physical sex cannot be determined, and/or the inmate refuses to cooperate, staff shall notify a supervisor immediately. The inmate shall be taken to medical where the inmate's genital status should be determined during a medical interview, by reviewing medical records, or if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner. Any inmate refusing to receive a complete physical examination will be placed in protective custody.
- e. Upon determination of gender by inmate verification (a and b, above) or medical exam (c, above), the inmate shall be treated as a protective custody

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inmate for the duration of the intake process. This will ensure that the inmate is escorted by staff to the appropriate unit to complete the intake process in a manner consistent with that custody's requirements, including private strip search procedures.

- f. R&D staff shall accurately record the inmate as transgender or intersex and the inmate's gender identity and apparent biological gender in JACCS and document the incident consistent with PS 1280.2, *Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences*.
- g. All intake documentation shall include the inmate's birth and/or legal name, the aka (also known as), or the name the inmate has been booked under by the arresting agency.
- h. Inmates shall be called by their last names without reference to gender specific identifiers, such as Mr., Mrs., Miss, Ma'am, Sir or other gender specific terms used in addressing a person. Instead, the gender neutral term "Inmate" is to be used with the person's last name.

## 10. HOUSING

- a. After completion of the initial intake process, an inmate identified as transgender or intersex shall be afforded the opportunity to request and receive protective custody and be housed in a single cell in the intake housing unit consistent with the gender identified at intake for no more than seventy-two (72) hours, excluding weekends, holidays and emergencies, until classification and housing needs can be assessed by the Transgender Housing Committee.

In accordance with PS 4090.3, *Classification (Program Review)*, all transgender and intersex inmates will be classified and assigned housing based on their safety/security needs, housing availability, gender identity and genitalia. Intake staff shall assess the transgender and intersex inmates for potential vulnerability in the general population and refer them to the Transgender Housing Committee.

- b. As part of the housing assessment for vulnerability, the Transgender Housing Committee shall make a recommendation as to the transgender inmate's housing assignment after review of all of the inmate's records and assessments, including an interview with the inmate. The Committee shall

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- ask the inmate his or her own opinion of his or her vulnerability in the general jail population of the male or female units. This information shall be taken into consideration in determining the proper housing assignment. The Committee will attempt to reach consensus, ultimately relying on majority vote when needed. A written decision by the Transgender Housing Committee shall be forwarded to the Warden for approval and shall be maintained in the inmate's institutional record and scanned into PaperClip. An inmate identified as transgender may waive the Transgender Housing Committee hearing and be housed according to their assigned sex at birth by selecting Option #1 and signing the Gender Housing Request Form (Attachment A).
- c. The Transgender Housing Committee housing assessment shall address whether the inmate will be housed in the general population or in a protective custody unit of the gender consistent with their gender identity or genitalia. If the Warden's opinion differs from the recommendation of the Transgender Housing Committee, the Warden shall justify the assignment in writing to the Director for final determination. Transgender and intersex inmates have the same right to appeal housing assignments as all inmates consistent with PS 4090.3, *Classification (Program Review)*.
  - d. If it is decided that the inmate can be housed in the general population, the inmate shall be transferred to the general population as determined by the Classification Committee after completion of initial classification and upon housing availability. If it is determined that the inmate requires protective custody, he or she shall be placed in such a unit and his or her custody shall be reviewed by the Transgender Housing Committee consistent with standard DOC policy. Consistent with standard DOC policy, transgender and intersex inmates may be placed in communal protective custody pursuant to the determination of the Transgender Housing Committee and subsequent reviews of inmate status.
  - e. A transgender or intersex inmate will be housed in protective custody when there is reason to believe the inmate presents a heightened risk to him/herself or to others or where the inmate fears he or she will be vulnerable to victimization in any other housing setting. This assignment shall be only for the period during which the heightened risk and/or fear exists. Inmates in administrative segregation and protective custody shall have access to programs and services consistent with that status.

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- f. An inmate who is housed in a unit of the gender not consistent with their gender identity or expression and requests to be housed in a unit consistent with their gender identity or expression shall select Option #2 and sign the Gender Housing Request Form (Attachment A).
- g. When clinically indicated by appropriate medical staff, transgender inmates on hormone therapy may continue to receive hormone treatment.
- h. Transgender or intersex inmates will be provided standard jail attire and privileges consistent with the gender of their housing assignment. Inmates under hormone therapy with secondary sexual characteristics (such as breasts) shall be provided appropriate undergarments (such as a bra) when clinically indicated by appropriate medical staff.
- i. While incarcerated with the D.C. Department of Corrections, transgender and intersex inmates shall not be discriminated against in regard to their participation in services, programs, or privileges and shall not be subjected to verbal or physical harassment or a hostile environment by the staff or fellow inmates. Individuals who are found to engage in such misconduct shall be subject to appropriate disciplinary action.
- j. All searches of transgender or intersex inmates shall be conducted in a professional and respectful manner, and in the least intrusive manner possible, consistent with DOC policy outside of the presence of inmates or non-critical staff to the degree practicable.

## 11. CONTRACT HALFWAY HOUSE HOUSING PROCEDURES

- a. **INITIAL INTAKE.** Upon intake orientation, if a resident's gender-related expression, identity, appearance, or behavior differs from their assigned sex at birth, staff shall make immediate notification to the DOC Office of Community Corrections.

*Staff shall:*

- 1) Review commitment documents for gender assignment or any notification that identifies the resident as transgender or "vulnerable."
- 2) If after reviewing commitment documents and other notifications, including prior housing assignments while incarcerated, the staff still cannot determine the biological sex, the staff shall ask the resident for

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verification of the sex of the genitalia. Staff must conduct this inquiry privately and in a professional manner to preserve confidentiality in order to avoid subjecting the resident to abuse or ridicule.

***\*Under NO circumstances shall staff ask for visual confirmation of sex.***

- 3) Halfway House staff shall accurately record the inmate as transgender or intersex and the inmate's gender identity and apparent biological gender in the resident's case file and document the incident consistent with PS 1280.2, *Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences*.
- 4) All intake documentation shall include the inmate's birth and/or legal name or the name the inmate has been booked under by the arresting agency.
- 5) Inmates shall be called by their last names without references to gender specific identifiers such as Mr., Mrs., Miss, Ma'am, Sir or other gender specific terms used in addressing a person. Instead, the gender neutral term "Resident" is to be used with the last name.

**b. HOUSING**

- 1) All transgender and intersex residents will be assigned housing based on their safety/security needs, housing availability, gender identity and genitalia. Halfway House staff shall assess the transgender and intersex inmates for potential vulnerability in the Halfway House. If potential vulnerability is a concern, the Halfway House staff will place the resident in a single room or make any necessary accommodations. The DOC Office of Community Corrections will be notified immediately. The DOC Office of Community Corrections will make a referral to the Transgender Housing Committee.
- 2) As part of the housing assessment for vulnerability, the Transgender Housing Committee shall recommend the transgender or intersex resident's housing assignment after review of all of the resident's records and assessments and an interview with the resident. The Committee shall ask the resident his or her own opinion of his or her vulnerability in the male and female halfway houses. This information shall be taken into consideration in determining the proper housing assignment. The Committee will attempt to reach consensus, ultimately relying on majority vote when needed. A written recommendation by the Transgender

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Housing Committee shall be forwarded to the DOC Community Corrections Office Chief for approval and shall be maintained in the resident's institutional record.


- 3) The Transgender Housing Committee housing assessment shall make a recommendation to the DOC Community Corrections Office Chief as to whether the resident should be housed in the halfway house or returned to the Central Detention Facility (CDF) or Correctional Treatment Facility (CTF).
  - 4) If the decision of the Office Chief differs from the Transgender Housing Committee's written recommendation, the Office Chief shall justify his/her opinion in writing to the Director for final determination. Transgender and intersex residents have the right to appeal housing assignments.
  - 5) When clinically indicated as determined by appropriate medical staff, residents may access their primary health care provider for hormone treatment and therapy.
  - 6) Transgender and intersex residents shall wear appropriate clothing according to their assigned housing. Unisex clothing is permissible in both male and female halfway houses as set forth in PM 8010.1, *Work Release Program*.
- c. While incarcerated with the D.C. Department of Corrections, transgender and intersex residents shall not be discriminated against in regard to their participation in services, programs, or benefits and shall not be subjected to verbal or physical harassment or a hostile environment by the staff or residents. Individuals who are found to engage in such abuse shall be subject to appropriate disciplinary action.
  - d. To the degree practicable, searches of transgender or intersex residents shall be conducted in a manner consistent with DOC policy outside the presence of other residents or non-critical staff.

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Attachment

Attachment A – Gender Housing Request Form

**DOC/PP4020.3E/5/1/14**

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			<b>Approving Authority</b>	Quincy L. Booth Interim Director	
	<b>SUBJECT:</b>	<b>COMMUNITY CORRECTIONAL CENTER DISCIPLINARY PROCEDURES</b>			
	<b>NUMBER:</b>	<b>4022.1C</b>			
<b>Attachments:</b>	Attachments 1-6				

**SUMMARY OF CHANGES:**

Section	Change
	<i>Changes made throughout the policy.</i>

**APPROVED:**

*Signature on File*



**Quincy L. Booth, Interim Director**

12/19/2016  
**Date Signed**



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1. **PURPOSE AND SCOPE.** To establish standards of conduct and discipline for persons released pursuant to D.C. Official Code Section 23-1321(c)(1)(B)(xi) and ordered by a judicial officer to be housed in Community Correctional Centers (CCC). These rules establish sanctions, up to and including revocation of release and detention, for violations of CCC rules, policies and procedures. Conditional release under Section 23-1321(c)(1)(B)(xi) is a pretrial release option for those defendants ordered by a judicial officer to return to custody for specified hours following release for employment, schooling or other limited purposes.

2. **NOTICE OF NON-DISCRIMINATION**

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

- a. Community Correctional Centers shall operate in an orderly, safe and secure manner.
- b. To foster public safety by taking appropriate disciplinary action against each defendant who fails to adhere to the rules of the facility.
- c. To ensure timely, fair and impartial hearings for alleged infractions of CCC rules.
- d. Enforce sanctions for misconduct.

4. **DIRECTIVES AFFECTED**

- a. **Directives Rescinded**

PP 4022.1A Community Correctional Center Disciplinary Procedures  
(06/5/13)

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**b. Directives Referenced**

PP 5010.3 Contraband Control

**5. AUTHORITY**

- a. Chapter 7 of Title 28 of the District of Columbia Municipal Regulations (DCMR) entitled "Community Correctional Center Disciplinary Procedures".
- b. D.C. Code § 23-1329, Penalties for violation of conditions of release.
- c. D.C. Code § 23-1321, Release prior to trial.
- d. D.C. Code § 22-2601, Escape from Institution or Officer.

**6. STANDARDS REFERENCED**

- a. NONE

**7. DEFINITIONS.** For the purpose of this directive, the following definitions shall apply:

- a. *Absconder.* A pretrial CCC defendant conditionally released pursuant to D.C. Official Code Section 23-1321(c)(1)(B)(xi) who fails to return to his/her assigned CCC after an authorized release into the community or who leaves the CCC without authorization. The failure to return after an authorized release or an unauthorized absence is a violation of the conditions of release and may result in a prosecution for contempt of court pursuant to the provisions of D.C. Official Code Section 23-1329, or escape under D.C. Official Code Section 22-2601.
- b. *Administrative Hold.* Confinement of a CCC defendant to the center, for a period not to exceed 24 hours (excluding weekends and holidays), pending the investigation of a complaint/allegation of a program or center violation.
- c. *Altered Item.* An item that has been modified or remanufactured for purposes other than the original use.
- d. *Chain of Custody* means the practice of preserving evidence and documenting the record of who handled and controlled the evidence.
- e. *Contraband.* Any unauthorized item found in the possession or control of a CCC defendant.

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- f. *Curfew.* The designated time that a CCC defendant is required by court order or program requirement to return to the CCC following an authorized release to the community.
- g. *Curfew Violator.* A CCC defendant, who fails to return to the CCC at the authorized time, returns after curfew, but before a warrant for escape is issued.
- h. *Detention.* The placement of a CCC defendant in the Central Detention Facility (CDF) following a formal complaint/allegation of a Class I infraction pending judicial intervention and/or review, or following a formal complaint/allegation of a Class II infraction by a defendant who is reasonably believed to present a high risk of danger to self or others, or presents a risk of flight, and who has been remanded to the CDF for more than 24 hours.
- i. *Disciplinary Team.* The CCC staff designated by the CCC Administrator/Director to conduct disciplinary hearings for violations of Class II or Class III infractions.
- j. *Evidence.* Any item or information that tends to establish or disprove a fact.
- k. *Room Confinement/Restriction.* The confinement of a CCC defendant, when deemed appropriate by the CCC Administrator/Director or designee, to a room within the facility except to attend work, school, scheduled medical appointments, meals, legal visits, training programs and community service.

## 8. RESPONSIBILITIES

- a. The Deputy Director for Operations or designee, in conjunction with the OCC Program Administrator, shall be responsible for the implementation of this directive.
- b. The OCC Program Administrator shall be responsible for ensuring that an adequate supply of CCC Disciplinary Procedure Handbooks are printed in both English and Spanish.
- c. The OCC Program Administrator shall be responsible for conspicuously posting this directive on all inmate bulletin boards.

## 9. DEFENDANT ORIENTATION

- a. Within one (1) business day of their arrival at an assigned CCC, a newly assigned defendant will participate in an orientation program.
- b. CCC staff will confirm the defendant's employment and/or training status.

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- c. During orientation, all defendants will be advised of CCC regulations and will sign the Orientation Overview Sheet (Attachment 1).
- d. All persons housed in a CCC facility shall receive and sign for a copy of the regulations.
- e. All CCC defendants will be required to participate in the orientation program prior to being released unless they have been ordered by a judicial officer to be immediately released into the community.

## 10. 702 CODE OF INFRACTIONS

**The below is a description of the infractions found in the 28 DCMR 702:**

### a. Class I Infractions

- 702.1 Class I Infractions constitute misconduct that violates the law or otherwise jeopardizes the safe and secure operation of the CCC.
- 702.2 Any CCC defendant charged with one or more Class I Infractions will be immediately remanded to the CDF pending judicial intervention and review.
- 702.3 An affidavit stating the basis for the defendant's remand shall be prepared and filed by the CCC staff with the appropriate judicial officer within twenty-four (24) hours (excluding weekends and holidays) along with a request for the removal of the defendant from the work release program (Attachment 2).
- 702.4 Copies of all affidavits will be submitted by the CCC staff to the Office of Community Corrections for review and approval. The Office of Community Corrections, subsequent to the Administrator's approval shall submit three copies of the affidavit to the Intake Criminal Division/Pre-trial Services and the U.S. Attorney's Office.
- 702.5 The following are Class I Infractions:
  - a) Abscondance. Abscondance is the failure of a pretrial CCC defendant, conditionally released pursuant to D.C. Official Code Section 23-1321(c)(1)(B)(xi), to return to his/her assigned CCC after authorized release into the community, or who leaves the CCC without authorization. The failure to return after an authorized release or an unauthorized absence is a violation of the conditions of release and may result in a prosecution for contempt of court pursuant to D.C. Official Code Section 23-1329, or escape under D.C. Official Code Section 22-2601.

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- b) Arrest on an escape warrant or a voluntary return to a CCC after an escape warrant has been issued.
- c) Conduct that constitutes the basis for a new felony or misdemeanor charge (including new charges or conduct that is observed by the CCC staff and is referred for prosecution). Criminal conduct that occurs in a CCC may be referred to the Metropolitan Police Department (MPD), which has statutory authority to arrest, and the matter may be forwarded to the U.S. Attorney's Office for prosecution.
- d) Threatening another person within the CCC with bodily harm or with any offense against his/her person or family.
- e) Assaulting another person, fighting or interfering with CCC security.
- f) Possession, manufacture or introduction into the CCC of a pistol, firearm, imitation pistol or firearm, other weapons, sharpened instruments capable of being used as a weapon, knife, dangerous chemicals, explosives, ammunition, or any tool that can be used as a weapon capable of inflicting serious bodily harm to others.
- g) Intentional destruction of any property within the CCC.
- h) Possession, manufacture, introduction or use in the CCC of any narcotic, marijuana, intoxicant, medication, drug or drug related paraphernalia not prescribed for the defendant by a doctor and/or authorized by the medical staff.
- i) Engaging in sexual acts with others in the CCC or on the CCC premises.
- j) Second or subsequent Class II Infractions may result in a Class I violation.
- k) If a defendant charged with a Class II Infraction is reasonably believed to present high risk of danger to self or others, or presents a risk of flight, that defendant may be temporarily remanded to the CDF. The CCC Administrator or designee must approve any such temporary remand to the CDF. An affidavit stating the basis for the defendant's remand shall be prepared without unnecessary delay by the CCC Administrator or designee and filed within twenty-four (24) hours (excluding holidays and weekends) of the defendant's remand to the CDF (Attachment 2).

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**b. Class II Infractions**

702.6 Class II Infractions constitute misconduct that jeopardizes the security and/or orderly operation of the CCC. The CCC Disciplinary Team is empowered to impose appropriate administrative sanctions when a charged Class II Infraction is sustained. The conduct listed below constitutes infractions under this section.

- a) Smoking where prohibited.
- b) Possession of materials to manufacture alcoholic beverages.
- c) Violation of curfew (defendants return to the CCC after curfew but before a warrant for escape is issued).
- d) Gambling, conducting a gambling operation or possession of gambling paraphernalia, including betting pools, illegal lotteries, or other games of chance.
- e) Refusal to obey an order from CCC staff.
- f) Using abusive, threatening or obscene language to any staff person.
- g) Failure to report a new arrest.
- h) Being in an unauthorized area without permission from a CCC staff person.
- i) Wearing or possessing a disguise or mask.
- j) Indecent exposure.
- k) Signing in or out of the CCC under false pretenses.
- l) Failure on the part of any defendant to abide by a mutually agreed upon program contract (e.g. drug program, education program or work schedule).
- m) Failure to pay subsistence fees to the CCC.
- n) Disruption of CCC operations.
- o) Testing positive for drugs or alcohol.
- p) Conspiracy to commit any misconduct listed as a Class II Infraction.

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<b>Attachments:</b>	Attachments 1-6			

**c. Class III Infractions**

702.7 Class III Infractions constitute misconduct that does not jeopardize the security, safety or orderly operation of the CCC, but could be considered as offensive or inappropriate. Class III Infractions are generally violations of rules, regulations or policies that are not specifically listed, or are not the equivalent of Class I or Class II Infractions, but are guidelines for appropriate behavior. For example, lying to a CCC staff person is a Class III Infraction. Class III Infractions are the least severe infractions. The CCC Disciplinary Team is empowered to impose administrative sanctions when a charged Class III infraction is sustained.

**11. PRE-HEARING PROCEDURES**

**a. Pre-hearing Confinement**

- 1) The CCC Administrator/Director or Shift Supervisor may place a defendant on administrative hold within the CCC if he/she determines that doing so is necessary to ensure the integrity of an investigation of any incident. Except in extenuating circumstances, a pre-hearing administrative hold should not exceed twenty-four (24) hours, excluding weekends and holidays.
- 2) CCC defendants charged with a Class I Infraction shall be immediately remanded to the CDF.
- 3) Within twenty-four (24) hours (excluding weekends and holidays) of the defendant's remand to the CDF an affidavit stating the basis for the defendant's remand shall be filed by the CCC staff with the appropriate judicial officer along with a request for an order that the defendant be brought before court without unnecessary delay.
- 4) Copies of the affidavit will be sent by the CCC staff to the Pretrial Services Agency and the Criminal Justice Act Office for forwarding to defense counsel and the U.S. Attorney's Office.

**b. Filing of Disciplinary Report**

- 1) Upon reasonable belief of a staff member that a CCC defendant has committed a Class II or Class III Infraction, the CCC staff member may file a disciplinary report (Attachment 3). Disciplinary reports must be delivered, hand-carried if reasonably possible, by the reporting staff member or designee to the Shift Supervisor.

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- 2) The Shift Supervisor shall be responsible for reviewing, signing and forwarding disciplinary reports to the Disciplinary Team.
- 3) If the Shift Supervisor believes the report is not sufficiently clear, or that the severity level of the alleged misconduct is inappropriate, he/she shall direct, in writing, that the reporting staff member rewrite the report. The order by the Shift Supervisor to rewrite a disciplinary report shall be made a part of the Official record.
- 4) Absent extenuating circumstances, disciplinary reports are to be completed within twenty-four (24) hours of the reporting staff person becoming aware of the infraction.
- 5) Any extenuating circumstances that prohibit the timely submission of a disciplinary report shall be noted in the report. Absent extenuating circumstances, a disciplinary report shall be submitted to the Disciplinary Team within than seventy-two (72) hours after the reporting staff person becomes aware of an infraction.
- 6) Each disciplinary report shall include the following information:
  - a) Defendant's name and DCDC number;
  - b) The specific rule alleged to have been violated and a statement of the charges;
  - c) Names of witnesses to the incident;
  - d) Date, time and location of the alleged infraction;
  - e) Facts surrounding the incident sufficient to answer the questions of who, what, when, where, how and why;
  - f) Disposition of any confiscated property;
  - g) Any action taken including confiscation of property, the seizure of contraband or the placing of a defendant on administrative hold;
  - h) Supplementary reports of witnesses and/or other involved CCC staff; and
  - i) The signature of the reporting staff person.



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- 7) A copy of the disciplinary report is to be provided to the subject defendant within twenty-four (24) hours of when the report is approved by to the Shift Supervisor, absent any extenuating circumstances.

**c. Confiscation of Property**

- 1) In the event that a defendant's property is confiscated due to a rule violation, the staff member who confiscates the property shall complete a property inventory form (Attachment 4).
- 2) Immediately following the confiscation, the defendant/owner shall sign and receive a copy of the inventory form.
- 3) A copy of the inventory form shall also be placed with the property. The staff person executing the property inventory form shall note the condition of the property.
- 4) In the event that the defendant/owner is not present when the property is confiscated, two staff members shall conduct the inventory and both shall sign the property inventory form.
- 5) If the property is returned to the defendant/owner, he/she shall verify that the property has not been altered or damaged, sign the inventory form upon receipt of the property and be provided a copy of the form.

**d. Investigation of Violation**

- 1) When a violation is reported for which an investigation is deemed necessary, the investigation shall begin within twenty-four (24) hours of the time that the violation is reported. The investigation is to be completed without unreasonable delay.
- 2) The investigator shall normally be a supervisor. The investigating supervisor may seek the assistance of another staff member as long as that staff member is not the individual who reported the incident or is not a witness to the incident. Where appropriate, the CCC staff may seek the assistance of the Metropolitan Police Department or other law enforcement agencies in the investigation of an incident.

**e. Physical Evidence**

- 1) Any physical item identified as evidence in connection with any alleged misconduct or violation is to be seized by CCC staff. Each seized item

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must be accompanied by a correctly completed evidence report (Attachment 5).

- 2) Items of physical evidence shall be picked up daily by the Shift Supervisor and securely maintained in the evidence lockers. Evidence lockers are to be maintained under the control of CCC supervisory staff.
- 3) To maintain a clear chain of custody, the time and date that evidence passes from the control of one person to another is to be documented.
- 4) When the evidence is no longer needed, it shall be disposed of in accordance PS 5010.3, Contraband Control.
- 5) The CCC Shift Supervisor, or his/her designee, is responsible for conducting periodic audits of evidence storage lockers to ensure compliance with policies and procedures for the handling of evidence.

## **12. DISCIPLINARY HEARING PROCEDURES**

### **a. General Provisions**

- 1) The Shift Supervisor, following receipt and review of a disciplinary report, shall complete a Disciplinary Report Investigation Form (Attachment 6). Along with the Disciplinary Report Investigation Form, the subject defendant must be provided a copy of the disciplinary report, with any attachments, at least twenty-four (24) hours prior to a hearing. A CCC defendant may waive, in writing, the twenty-four hour notice.
- 2) The Shift Supervisor must attempt to obtain the subject defendant's signature on the Disciplinary Report Investigation Form, acknowledging receipt of a copy. If the defendant refuses to sign, the Shift Supervisor shall note on the form that the defendant refused to sign and have another employee witness and sign that a copy of the Disciplinary Report Investigation Form and disciplinary report were given to the defendant.
- 3) The Disciplinary Report Investigation Form shall state the date and time of the hearing.
- 4) At the time that the CCC defendant is served with the Notice of Hearing Form, he/she must inform the Shift Supervisor or designee of his/her intent to provide a list of the witnesses. The list of witnesses shall be submitted to the Disciplinary Team.

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- 5) If the defendant needs additional time to gather witnesses or prepare his/her case, a request may be made in writing for a continuance of the hearing. If the facts warrant a continuance, the Disciplinary Team shall grant the request in writing. The hearing shall be rescheduled as soon as possible and the defendant shall be notified of the new hearing date.
- 6) The Disciplinary Team shall be responsible for the review of each disciplinary report. The Team shall decide within three working days of receipt of the report to take one of the following actions unless there are extenuating circumstances that result in postponing or delaying the hearing.
- 7) For Class II and Class III Infractions the Disciplinary Team may:
  - a) Conduct a disciplinary hearing and, if appropriate, impose applicable sanctions.
  - b) Take no further action, at which time the case may be dismissed with or without prejudice. Staff shall maintain a log of all dismissals, and maintain the reports for cases dismissed without prejudice for forty-five (45) days.

**b. Conducting Hearings**

- 1) A hearing for an infraction must be completed within three (3) working days of the date that the disciplinary report was filed unless circumstances warrant a postponement.
- 2) The CCC defendant shall be provided an opportunity to appear at the hearing and to provide documentary evidence to support his/her case unless doing so would be unduly hazardous to the institutional safety of witnesses or staff. Reasons for denying the defendant's appearance at the hearing shall be stated in writing and provided to the defendant.
- 3) The defendant shall be present throughout the disciplinary hearing except during the period of deliberation, when confidential information is presented or if removed for disruptive behavior.
- 4) The defendant may waive his/her presence at the hearing.
- 5) When a defendant fails or refuses to appear at a disciplinary hearing, or is removed due to disruptive behavior, the Disciplinary Team may proceed with the hearing and make a decision based on the disciplinary report and

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any other available evidence. The Disciplinary Team must document the failure to appear on the disciplinary report and have another member of the staff witness and sign the report.

- 6) Evidence, testimony, questions and examination are to be limited to facts relevant to the alleged infractions. Testimony of a defendant or staff witness may be presented through written statements. The defendant may call a reasonable number of witnesses on his/her behalf unless:
  - a) Permitting the witness to testify poses a threat to institutional security, the safety of a person or orderly operations;
  - b) The witness' testimony would be either redundant or immaterial, the witness' testimony concerns the general character of the defendant; or
  - c) The defendant does not appear at the hearing.
- 7) If a witness is not permitted to testify, the Disciplinary Team must document the reason for excluding the witness from the hearing.
- 8) Information from a reliable source whose identity is not disclosed to the defendant may be admissible at the hearing. Such information may be presented to the Disciplinary Team verbally or in writing. The details of any information from an anonymous source should be shared with the defendant to the extent that this may be done without creating a substantial risk to the safety of the source.
- 9) Where anonymous information is not shared with a defendant a separate file shall be maintained which documents why information from this source was deemed reliable.
- 10) The Disciplinary Team may recess the hearing to collect additional information. However, the Disciplinary Team's decision must be made solely on the evidence presented during the hearing.
- 11) Following the hearing, the Team must complete a Disciplinary Hearing Decision Form stating the conclusion of the team, the evidence that was relied upon, the reasons for the disciplinary action, and the sanctions imposed.
- 12) A defendant may be found guilty of an infraction based upon a preponderance of evidence. The agency has the burden of proof.

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- 13) The defendant must receive, orally and in writing, a statement of the findings, evidence relied upon, sanctions to be imposed and reasons for the sanctions.
- 14) The Disciplinary Team may suspend the sanctions imposed for a specified period of time not to exceed thirty (30) days.
- 15) If the defendant is convicted of an infraction while on suspension, the suspension may be revoked and the prior sanctions shall run consecutive to the new sanctions.
- 16) A revoked suspension may not be considered as one of the sanctions for the new offense.
- 17) The Disciplinary Team may find a defendant guilty of a lesser-included offense.

### 13. **SANCTIONS**

- a. The Disciplinary Team is empowered to impose appropriate sanctions when a charge is sustained.
- b. Any attempt to commit a Class I, II or III infraction shall be charged and punished in the same manner as if the attempt had been successful.
- c. The Disciplinary Team shall impose sanctions in proportion to the severity of the infraction.
- d. In deciding sanctions, the Disciplinary Team shall consider any mitigating or aggravating circumstances.
- e. After a finding that an infraction has occurred, the following sanctions or combinations thereof, may be imposed:
  - 1) Class I infractions shall result in detention pending court intervention/judicial review.
  - 2) Class II Infractions may be subjected to any one (1) or more of the following sanctions:
    - a) Counseling;
    - b) Restriction and/or loss of privileges;

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- c) A request to the committing Judge to revoke the work release order;
  - d) Requiring the defendant to pay restitution for lost or damaged property;  
or
  - e) Assignment to the CCC work detail.
- 3) Class III Infractions - may be subjected to any one (1) or more of the following sanctions:
  - a) Counseling;
  - b) Restriction or loss of privileges;
  - c) Requiring the defendant to reimburse for loss or damaged property;
  - d) Assignment to the CCC work detail; or
  - e) Reprimand or warning.
- 4) The Disciplinary Team may not impose the following sanctions:
  - a) Any form of dietary restriction or the use of food or meals as punishment.
  - b) Use one defendant to discipline another defendant.
  - c) Deprive the defendant of clothing or bedding. (This does not apply to defendants who engage in the practice of destroying such items. In such instances, the CCC Administrator shall be notified, and the decision to deprive must be reviewed at intervals not to exceed 24 hours).
  - d) Deny necessary personal hygiene items. (This does not apply to those residents who engage in the practice of destroying such items. In such instances, the CCC Administrator/Director shall be notified and the decision to deny must be reviewed at intervals not to exceed 24 hours).
  - e) Use restraints or excessive force as punishment. (Restraints may only be used in accordance with the Department's policy on the use of force).

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#### 14. EFFECT OF DISCIPLINARY ACTION/DISMISSAL

- a. Administrative action by the Disciplinary Team, or other authority, does not constitute additional punishment and should not be construed as such.
- b. If a guilty finding for an offense affects the defendant's security level, the Disciplinary Team may refer the defendant to his/her Case Manager for proper reclassification.
- c. Dismissal or modification of a sanction does not deprive the defendant's Case Manager of the opportunity to consider the defendant's conduct for purposes other than discipline, including but not limited to, security classification decisions.

#### 15. CCC ADMINISTRATOR'S REVIEW

- a. The CCC Administrator/Director or his/her designee shall review all disciplinary report recommendations regardless of whether there has been an appeal filed.
- b. The CCC Administrator/Director, upon his/her own motion, may reverse the decision, remand the decision back to the Disciplinary Team or modify the sanction imposed whenever such action is warranted based on the record. However, the CCC Administrator may not increase the sanction imposed by the Disciplinary Team.
- c. If a CCC Administrator or designee reverses or remands a decision, he/she must provide a justification for that action.

#### 16. APPEALS

- a. At the conclusion of a hearing in which a sanction has been imposed the Disciplinary Team must advise the defendant of his/her right to appeal the decision to the CCC Administrator/Director.
- b. The appeal must be filed within three (3) days following the delivery of written hearing results to the defendant.
- c. The appeal must be sent to the CCC Administrator/Director; however, the sanction may be imposed prior to the Administrator's/Director's decision concerning the appeal.
- d. The appeal must contain the defendant's version of the facts and the

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argument outlining the specific aspects of the hearing that the defendant is appealing.

- e. The CCC Administrator/Director must act on the appeal within five (5) days, excluding holidays and weekends, of receipt of the appeal, and may take one of the following actions:
  - 1) Affirm the actions of the Disciplinary Team.
  - 2) Dismiss the actions of the Disciplinary Team and dismiss the sanction.
  - 3) Modify the decision by reducing or suspending the sanction.
- f. The CCC Administrator/Director shall consider the merit of appeals based upon the following factors:
  - 1) Whether there was evidence to support the charges;
  - 2) Whether there was substantial compliance with applicable disciplinary policies and procedures;
  - 3) Whether the sanctions imposed were proportionate to the rule violation.
- g. The decision of the CCC Administrator/Director shall be final and exhausts the defendant's available administrative recourse under these rules.

#### Attachments

Attachment 1 –Orientation Overview Sheet  
 Attachment 2 – Affidavit in Support of Defendant's Remand to CDF  
 Attachment 3 – Disciplinary Report  
 Attachment 4 – Inmate Personal Property Inventory Receipt  
 Attachment 5 – Evidence Report  
 Attachment 6- Disciplinary Report Investigation Form





## DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

# Program Statement

OPI: SEC  
Number: 5010.3D  
Date: February 29, 2008  
Supersedes: 5010.3C  
Subject: Contraband Control

1. **PURPOSE AND SCOPE.** To establish procedures designed to prevent the introduction and trafficking of contraband within the DC Department of Corrections (DOC), Central Detention Facility (CDF)
2. **POLICY.** It is the DOC policy to minimize the possession and introduction of contraband into the facilities and to detect it when present in the facilities.
3. **APPLICABILITY.** This directive is applicable to all DOC employees, inmates and individuals who enter a DOC facility.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. The security, safety and orderly operation of the CDF will be maintained.
  - b. A regular system of searches and inspections will be implemented to prevent the introduction and trafficking of contraband.
  - c. Appropriate sanctions will be levied against any individual who attempts to introduce, introduces or traffics contraband within DOC facilities.
5. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded**

PS 5010.3B	Contraband Control
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  - b. **Directives Referenced**
    - 1) PS 5009.2 Searches of Inmates, Inmates Housing Units, work and Program Areas
    - 2) PS 4080.1 Inmate Visiting Regulations
    - 3) DO 6050.2 Inmate Drug Testing

- 4) PS 5300.1 Inmate Disciplinary Housing and Administrative Housing Procedures

6. **AUTHORITY.** D.C. Code § 24-211.02, Powers; Promulgation of Rules [Formerly §24-442.]

7. **STANDARDS REFERENCED**

- a. American Correctional Association 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-3A-01.
- b. American Correctional Association 4<sup>th</sup> Edition Performance Based Standards for Adult Local Detention Facilities 4-ALDF-2C-01; 4-ALDF-2C-04 and 4-ALDF-2C-06.

8. **NOTICE OF NON-DISCRIMINATION.**

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
- b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to services, programs and activities.

9. **Definitions.** For the purpose of this order, the following definitions apply to items possessed by inmates:

- a. **Major Contraband** – Major Contraband includes but its not limited to:
  - 1) Knives, blackjacks, guns, home made weapons, any other weapon, tool, roping, civilian clothing, service uniforms of any kind, flammable substances or syringes, vessels containing urine, feces or other body fluid.
  - 2) Any illegal drug or controlled substance unless prescribed by a physician.
  - 3) Smoking materials (i.e., matches, lighters) and/or tobacco products.
  - 4) Any unauthorized locking device, key, lock pick or other device capable of destroying, altering, interfering with or damaging any security equipment.
  - 5) Cellular telephones and accessories.

- b. **Serious Contraband** – Serious Contraband includes but is not limited to:
  - 1) Making, attempting to make, or usage of any intoxicating beverage.
  - 2) Currency or coins.
  - 3) Chewing gum.
- c. **Minor Contraband** – Any article, other than those defined as major or serious contraband which is not issued by the Institution, not purchased from the Canteen or not specifically authorized by the Department of Corrections.
- d. **Nuisance Contraband** - Any authorized item(s) maintained by inmates which, when stored in excess, may create a health, safety or fire hazard. In addition, any authorized item which has been altered from its original form or used for a purpose other than originally intended is contraband.

## 10. Procedures

### e. **Accountability and Storage of Contraband**

When any DOC employee discovers Major or Serious Contraband as outlined above, that employee will:

- 1. Confiscate the item;
- 2. Notify his/her supervisor of the discovery;
- 3. Document on a DCDC 1 form who the contraband item was taken from, the location and time of the discovery, and the immediate action taken;
- 4. The Shift Supervisor will then take it to the Command Center or other designated area and place it in a plastic contraband bag. The bag will be labeled with the following information:
  - a. A description of the Contraband item;
  - b. Where the Contraband item was found;
  - c. The name of the inmate/resident/student suspected of having the Contraband;
  - d. The name of the victim (if applicable);
  - e. The rank and name(s) of the employee(s) recovering the Contraband item;


- f. The date and time of recovery; and
  - g. The recovering employee(s) signature verifying that all information on the label is correct.
- 5. Complete a Chain of Custody Form (Attachment 2)
- 6. Assign the contraband item a number in accordance with the sequential numbering located on the Contraband Log.
- 7. After the Contraband item has been properly labeled and the plastic bag sealed, the contraband will be secured in the contraband locker.
- 8. Complete the Contraband Log.
- 9. Prepare an inmate disciplinary report, if necessary.
- f. If any Contraband is suspected to be a controlled substance, it will be tested on-site prior to placement in a plastic bag and a chain of custody label attached. The Office of Internal Affairs shall be notified.
- g. If the confiscated Contraband item is suspected to have been used in a crime and/or if criminal charges are anticipated, the Shift Commander will notify the Office of Internal Affairs.
- h. Drugs, weapons and other major contraband shall be held until turned over to another law enforcement agency or until final disposition of any criminal or administrative proceeding.
- i. Confiscated monies are to be recorded on the contraband log, including the serial number of the money, photocopied, and turned into the Inmate Finance Office. The Inmate Finance Office will be required to sign the Chain of Custody Form to indicate receipt. The monies will then be deposited into the DC General Fund.
- j. All confiscated medication will be returned to the Medical Department for identification. The Medical department will then follow all legal guidelines as to the proper procedure for the handling of confiscated medication.
- k. Department property seized as contraband shall be inventoried and returned to the appropriate location (i.e. Receiving and Discharge, Recreation, Supply etc.)
- l. Nuisance contraband shall be inventoried and disposed of in a secure dumpster, compactor or by other appropriate method.
- m. Each time a contraband item is released or received each person receiving and releasing the contraband will be required to record the date, reason for transfer, and signature on the Chain of Custody Form. The Chain of Custody Form will be maintained by the Facility Security Supervisor.

## 11. STORAGE

- a. A secure locker/safe shall be identified and used to store contraband. This locker/ safe shall be located in an area accessible to supervisors on all shifts.
- b. The keys and/or combination to the contraband locker/safe shall be restricted. Only the Facility Security Supervisor or other person/persons designated by the Warden shall be permitted access to the keys and/or combination.
- c. All items placed in or removed from the contraband safe shall be recorded on the contraband log (Attachment 1)
- d. The Facility Security Supervisor shall maintain an accurate inventory of all items maintained in the safe.
- e. The Facility Security Supervisor will ensure that all Chain of Custody Reports are complete and accompany each item of contraband. The Facility Security Supervisor will ensure that the Contraband Log is accurate and complete.
- f. The Facility Security Supervisor will make daily checks of the contraband locker to ensure accountability of the contraband.

## 12. Disposal of Contraband

- a. The date of disposal will be indicated on the contraband log along with the disposing authority's signature and method of disposal.
- b. Disposal of contraband will be witnessed and verified by at least one (1) additional staff member. The witnessing staff member will initial the contraband log that disposal was completed.
- c. When approved for disposal by the Warden, contraband weapons shall be rendered safe and disposed of in a secure dumpster, compactor or by other appropriate method.
- d. Contraband drugs shall be recorded on form PD 81. The Chief of Internal Affairs will be contacted to arrange for pick up and disposal by Metropolitan Police Department.

  
Devon Brown  
Director

Propose 1/12  
Revised: 8/14, 12/14, 3/15, 6/15,  
3/16, 1/17, 5/17

Washington DC CDF/CTF  
Adult Menu  
Cycle Average 3300 calories per day



Week: 1  
MONDAY  
Meal Name: Breakfast

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Dry Cereal 1 1/2 cup Creamy Country Gravy (1 oz*) 6 ozw Cottage Fries 1 cup Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Cheesy Grits 1 1/2 cup Scrambled Eggs w/ Onions & Peppers 2 1/2 ozw Waffles 2 each Margarine, pc 3 each Syrup, pc 1 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Creamy Whole Grain Oatmeal* 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Cajun Potatoes 1 cup Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Orange Juice (4 fl oz) 1 carton Dry Cereal 1 1/2 cup Scrambled Eggs w/ Cheese & Peppers 2 1/2 ozw Waffles 2 each Margarine, pc 3 each Syrup, pc 1 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Apple Juice (4 fl oz) 1 carton Creamy Whole Grain Oatmeal* 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Hash Brown Potatoes 1 cup Enriched Bread 3 slice Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	Dry Cereal 1 1/2 cup Scrambled Eggs 2 1/2 ozw Bakery Muffin (1/40 2@) 2 each Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Grits 1 1/2 cup T. Ham 2 ozw Lyonnais Potatoes 1 cup Streusel Coffeecake (2@) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each

Meal Name: Lunch

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
T. Ham 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Fruit (1@ or 1/2 cup equivalent) 1 portion Vinaigrette Macaroni Salad 1 cup Frosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Turkey 2 ozw Cheese 1 ozw Mayo Dressing 2 packet Enriched Bread 4 slice Potato Chips 1 ozw Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Bologna 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Creamy Coleslaw 1/2 cup Fudge Brownie 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Ham 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Pasta Salad 1 cup Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Peanut Butter 2 ozw Jelly 1 fl oz Enriched Bread 4 slice Potato Chips 1 ozw Frosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Bologna 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Fruit (1@ or 1/2 cup equivalent) 1 portion Potato Chips 1 ozw Frosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Salami 2 ozw Cheese 1 ozw Mayo Dressing 2 packet Enriched Bread 4 slice Vinaigrette Macaroni Salad 1 cup Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup

Meal Name: Dinner

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Ziti & Italian Sauce (2 oz*) 12 ozw Green Beans 3/4 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Enriched Bread 3 slice Margarine, pc 3 each Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	T. Hot Dogs (1.5 oz each) 2 each Pinto Beans 1 1/2 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Enriched Bread 3 slice Mustard 2 packet Frosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Spicy Rice Casserole (2 oz*) 12 ozw Carrots 3/4 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Southern Cornbread 1/40 cut Margarine, pc 3 each Apple Cobbler 1/2 cup Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Sloppy Joe Filling (2 oz soy) 4 ozw Enriched Bread 3 slice Scalloped Potatoes 1 1/2 cup Green Beans 3/4 cup Frosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Oven Fried Breaded Fish Patty (3 ozw) 1 patty Rice 1 1/2 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Enriched Bread 3 slice Margarine, pc 3 each Fudge Brownie 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Baked Meatloaf (3 ozw each) 1 patty Parsley Noodles 1 1/2 cup Gravy 3 fl oz Kettle Blend Mixed Vegetables 3/4 cup Enriched Bread 3 slice Margarine, pc 3 each Apple Brown Betty 1/2 cup Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Rotini & Italian Tomato Sauce (2 oz soy) 12 ozw Carrots 3/4 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Bakery Biscuit 1/40 cut Margarine, pc 3 each Frosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each

All entree portions purchased fully cooked, within manufacturer tolerance specifications, are weight measurements prior to reheating. Casseroles and combination items made from scratch are based upon approximate cooked weight measurements. Weights on cookies, bread, rolls, and breadsticks made from mix or scratch are prior to baking. Pancakes made from mix or scratch are batter volume measurement prior to cooking. Side dishes are volume measurements. All combination dishes are made with soy unless otherwise indicated. All starches, vegetables, and cooked cereal are prepared with margarine unless indicated as LF (Low Fat). No pork is used unless item is named pork. Imitation cheese with calcium is used. \*This item contains 125 mg calcium.  
**NUTRITION STATEMENT:** This menu meets the nutritional guidelines of the American Correctional Association which are based upon the current DRI's for males and females 19 to 50 years as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences. Adequate levels of protein, vitamin A, vitamin C, calcium, and iron are included.

FLM QUARTERLY MENU REVIEW (initial/date) Q1 Q2 Q3 Q4

In accordance with ACA Standard (ref. 3-ALDF-4C-04) (MANDATORY) Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established daily servings.

Reviewed: 5/17

ARAMARK Dietitian's Signature:

Meyers, RD, LDN #841935

Client's Signature:

Date: 6/24/17

FLM Signature:

Date: 10/26/17

CA - Famede S Sher 10.26.17



Propose 1/12  
Revised: 8/14, 12/14, 3/15, 6/15,  
3/16, 1/17, 5/17

Washington DC CDF/CTF  
Adult Menu  
Cycle Average 3300 calories per day



Week: 2  
MONDAY  
Meal Name: Breakfast

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Dry Cereal 1 1/2 cup Creamy Country Gravy (1 oz*) 6 ozw Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Farina 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Waffles 2 each Syrup 2 fl oz Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Creamy Whole Grain Oatmeal* 1 1/2 cup T. Bologna 2 ozw Cottage Fries 1 cup Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Dry Cereal 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Waffles 2 each Syrup 2 fl oz Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Cheesy Grits 1 1/2 cup T. Ham 2 ozw Lyonnaise Potatoes 1 cup Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	Dry Cereal 1 1/2 cup Scrambled Eggs 2 1/2 ozw Streusel Coffeecake (2@) 1/40 cut Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each

Meal Name: Lunch

T. Bologna	Chicken Salad (2 oz diced meat)	T. Ham	Turkey	T. Bologna	T. Salami
Cheese 2 ozw Mustard 1 ozw Mayo Dressing 2 packet Enriched Bread 4 slice Fruit (1@ or 1/2 cup equivalent) 1 portion Pasta Salad 1 cup Unfrosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Cheese 2 ozw Enriched Bread 4 slice Macaroni Salad 1 cup Mixed Vegetables 1/2 cup Thousand Island Dressing 1/2 fl oz Fudge Brownie 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Cheese 2 ozw Mustard 1 ozw Enriched Bread 2 packet Vinaigrette Macaroni Salad 1 cup Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Cheese 2 ozw Mayo Dressing 1 ozw Enriched Bread 2 packet Potato Chips 4 slice Duplex Sandwich Cookies 1 ozw Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Cheese 2 ozw Mustard 1 ozw Enriched Bread 2 packet Fruit (1@ or 1/2 cup equivalent) 1 portion Potato Chips 1 ozw Unfrosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Cheese 2 ozw Mayo Dressing 1 ozw Enriched Bread 2 packet Vinaigrette Macaroni Salad 4 slice Duplex Sandwich Cookies 1 cup Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup

Meal Name: Dinner

Chili w/ Beans (2 oz soy)	Smoked T. Sausage (3 oz each)	Cajun Jambalaya (2 oz*)	T. Hot Dogs (1.5 oz each)	Oven Fried Breaded Fish Patty (3 ozw)	Hearty Spanish Rice (2 oz*)	Crispy Chicken Patty (3 ozw each)
Rice 12 ozw Peas & Carrots 1 cup Southern Cornbread 3/4 cup Margarine, pc 1/40 cut Duplex Sandwich Cookies 3 each Sweetened Iced Tea 5 each Salt & Pepper Packets 1 cup	AuGratin Potatoes 1 1/2 cup Succotash 3/4 cup Garden Salad 1 cup Salad Dressing LF 1 cup Enriched Bread 1/2 fl oz Margarine, pc 3 slice Unfrosted Cake 3 each Sweetened Iced Tea 1/40 cut Salt & Pepper Packets 1 cup	Green Beans 12 ozw Garden Salad 3/4 cup Salad Dressing LF 1 cup Southern Cornbread 1/2 fl oz Margarine, pc 1/40 cut Duplex Sandwich Cookies 3 each Sweetened Iced Tea 5 each Salt & Pepper Packets 1 cup	Mustard 2 each Enriched Bread 2 packet Rice O'Brien 3 slice Broccoli, Carrots & Cauliflower 1 1/2 cup Unfrosted Cake 3/4 cup Sweetened Iced Tea 1/40 cut Salt & Pepper Packets 1 cup	Parsley Noodles 1 1/2 cup Cabbage 3/4 cup Southern Cornbread 1/40 cut Margarine, pc 3 each Fudge Brownie 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Carrots 12 ozw Garden Salad 3/4 cup Salad Dressing LF 1 cup Southern Cornbread 1/2 fl oz Margarine, pc 1/40 cut Duplex Sandwich Cookies 3 each Sweetened Iced Tea 5 each Salt & Pepper Packets 1 cup	Rice 1 patty Gravy 1 1/2 cup Green Beans 2 fl oz Bakery Biscuit 3/4 cup Margarine, pc 1/40 cut Unfrosted Cake 3 each Sweetened Iced Tea 1/40 cut Salt & Pepper Packets 1 cup

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FLM QUARTERLY MENU REVIEW (initial/date) Q1 Q2 Q3 Q4

In accordance with ACA Standard (ref. 3-ALDF-4C-04) (MANDATORY) Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established daily servings.

Reviewed: 5/17

ARAMARK Dietitian's Signature:

Meyers, RD, LDN #841935

Client's Signature:

Date:

10/26/17

FLM Signature:

Pamela Glor

Date:

10/26/17

CA Farnelle S. Slad 10/26/17

Propose 1/12  
Revised: 8/14, 12/14, 3/15, 6/15,  
3/16, 1/17, 5/17

Washington DC CDF/CTF  
Adult Menu  
Cycle Average 3300 calories per day



Week: 3  
MONDAY  
Meal Name: Breakfast

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Dry Cereal 1 1/2 cup Creamy Country Gravy (1 oz*) 6 ozw T. Ham Salad (3 oz T.Ham) 5 ozw Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Farina 1 1/2 cup Scrambled Egg w/ Cheese 2 1/2 ozw Waffles 2 each Syrup 2 fl oz Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Creamy Whole Grain Oatmeal* 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Cottage Fries 1 cup Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Corn Grits 1 1/2 cup Scrambled Eggs 2 1/2 ozw Waffles 2 each Syrup 2 fl oz Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Dry Cereal 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Hash Brown Potatoes 1 cup Enriched Bread 3 slice Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Creamy Whole Grain Oatmeal* 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Cottage Fries 1 cup Bakery Muffin (1/40 2@) 2 each Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each

Meal Name: Lunch

T. Ham 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Fruit (1@ or 1/2 cup equivalent) 1 portion Potato Chips 1 ozw Unfrosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Peanut Butter 2 ozw Jelly 1 fl oz Enriched Bread 4 slice Potato Salad 1 cup Potato Chips 1 ozw Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Bologna 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Mixed Vegetables 1/2 cup Thousand Island Dressing 1/2 fl oz Fruit (1@ or 1/2 cup equivalent) 1 portion Unfrosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Ham 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Pasta Salad 1 cup Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Turkey 2 ozw Cheese 1 ozw Mayo Dressing 2 packet Enriched Bread 4 slice Pasta Salad 1 cup Mixed Vegetables 1/2 cup Thousand Island Dressing 1/2 fl oz Fudge Brownie 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Bologna 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Fruit (1@ or 1/2 cup equivalent) 1 portion Potato Chips 1 ozw Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Salami 2 ozw Cheese 1 ozw Mayo Dressing 2 packet Enriched Bread 4 slice Pasta Salad 1 cup Unfrosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup
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Meal Name: Dinner

Tex-Mex Taco Filling (2 oz soy) 4 ozw Flour Tortilla (6") 2 each Spanish Rice 1 1/2 cup Pinto Beans 1 cup Shredded Lettuce 1/2 cup Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Macaroni & Cheese Casserole (2 oz soy) 12 ozw Cauliflower 3/4 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Enriched Bread 3 slice Margarine, pc 3 each Unfrosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Roast Turkey 3 ozw Mashed Potatoes 1 1/2 cup Gravy 2 fl oz Peas & Carrots 3/4 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Bakery Biscuit 1/40 cut Margarine, pc 3 each Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Smoked T. Sausage (3 oz each) 1 each Cajun Potatoes 1 1/2 cup Carrots 3/4 cup Enriched Bread 3 slice Margarine, pc 3 each Unfrosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Oven Fried Breaded Fish Patty (3 ozw) 1 patty Macaroni & Cheese 1 1/2 cup Corn & Green Beans LF 3/4 cup Enriched Bread 3 slice Margarine, pc 3 each Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Chili w/ Beans (2 oz soy) 12 ozw Rice 1 cup Cabbage 3/4 cup Southern Cornbread 1/40 cut Margarine, pc 3 each Unfrosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Charbroiled Patty (3 ozw) 1 patty Ketchup 1 packet Enriched Bread 3 slice Cottage Fries 1 1/2 cup Peas 3/4 cup Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each
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FLM QUARTERLY MENU REVIEW (initial/date) Q1 Q2 Q3 Q4

In accordance with ACA Standard (ref. 3-ALDF-4C-04) (MANDATORY) Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established daily servings.

Reviewed: 5/17

ARAMARK Dietitian's Signature:

Meyers, RD, LDN #841936

Client's Signature:

Date:

10/24/17

FLM Signature:

*[Signature]*

Date:

10/26/17

CA Farnish 8 Shul

10/26/17



Propose 1/12  
Revised: 8/14, 12/14, 3/15, 6/15,  
3/16, 1/17, 5/17

Washington DC CDF/CTF  
Adult Menu  
Cycle Average 3300 calories per day



Week: 4  
MONDAY  
Meal Name: Breakfast

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Dry Cereal 1 1/2 cup Creamy Country Gravy (1 oz*) 6 ozw Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Grits 1 1/2 cup T. Bologna 2 ozw Lyonnais Potatoes 1 cup Streusel Coffeecake (2@) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Creamy Whole Grain Oatmeal* 1 1/2 cup Scrambled Eggs 2 1/2 ozw Waffles 2 each Syrup 2 fl oz Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	Fruit (1@ or 1/2 cup equivalent) 1 portion Dry Cereal 1 1/2 cup Scrambled Eggs 2 1/2 ozw Lyonnais Potatoes 1 cup Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Farina 1 1/2 cup T. Ham 2 ozw Waffles 2 each Syrup 2 fl oz Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	Dry Cereal 1 1/2 cup Breakfast Sausage (1 ozw each) 2 patty Hash Brown Potatoes 1 cup Bakery Biscuit (2@ 1/40) 1/40 cut Margarine, pc 3 each Morning Beverage 1 cup Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each	100% Juice (4 oz) 1 pouch Creamy Whole Grain Oatmeal* 1 1/2 cup T. Bologna 2 ozw Streusel Coffeecake (2@) 1/40 cut Margarine, pc 3 each Coffee 1 cup Sugar 2 packet Salt & Pepper Packets 1 each

Meal Name: Lunch

T. Ham 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Fruit (1@ or 1/2 cup equivalent) 1 portion Potato Chips 1 ozw Fudge Brownie 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Turkey 2 ozw Cheese 1 ozw Mayo Dressing 2 packet Enriched Bread 4 slice Mixed Vegetables 1/2 cup Thousand Island Dressing 1/2 fl oz Frosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Bologna 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Potato Chips 1 ozw Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Ham 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Pasta Salad 1 cup Unfrosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Chicken Salad (2 oz diced meat) 4 ozw Enriched Bread 4 slice Potato Salad 1 cup Potato Chips 1 ozw Duplex Sandwich Cookies 5 each Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Bologna 2 ozw Cheese 1 ozw Mustard 2 packet Enriched Bread 4 slice Fruit (1@ or 1/2 cup equivalent) 1 portion Creamy Coleslaw 1/2 cup Frosted Cake 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	T. Salami 2 ozw Cheese 1 ozw Mayo Dressing 2 packet Enriched Bread 4 slice Pasta Salad 1 cup Fudge Brownie 1/40 cut Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup
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Meal Name: Dinner

AuGratin Potatoes (2 oz*) 12 ozw Green Beans 3/4 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Enriched Bread 3 slice Margarine, pc 3 each Unfrosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Southwest Burrito Filling (2 oz soy) 8 ozw Rice 1 1/2 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Flour Tortilla (6") 2 each Fudge Brownie 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Cheesy Broccoli Noodle Casserole (2 oz soy) 12 ozw Broccoli & Carrots 3/4 cup Garden Salad 1 cup Salad Dressing LF 1/2 fl oz Bakery Biscuit 1/40 cut Margarine, pc 3 each Unfrosted Cake 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Chili w/ Beans (2 oz soy) 12 ozw Rice 1 cup Carrots 3/4 cup Southern Cornbread 1/40 cut Margarine, pc 3 each Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Oven Fried Breaded Fish Patty (3 ozw) 1 patty Cajun Potatoes 1 1/2 cup Cauliflower & Carrots 3/4 cup Enriched Bread 3 slice Margarine, pc 3 each Fudge Brownie 1/40 cut Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Crispy Chicken Patty (3 ozw each) 1 patty Mayo Dressing 1 packet Bakery Biscuit 1/40 cut Noodles 1 1/2 cup Peas 3/4 cup Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each	Sloppy Joe Filling (2 oz soy) 4 ozw Spanish Rice 1 1/2 cup Kettle Blend Mixed Vegetables 3/4 cup Enriched Bread 3 slice Duplex Sandwich Cookies 5 each Sweetened Iced Tea 1 cup Salt & Pepper Packets 1 each
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All entree portions purchased fully cooked, within manufacturer tolerance specifications, are weight measurements prior to reheating. Casseroles and combination items made from scratch are based upon approximate cooked weight measurements. Weights on cookies, bread, rolls, and breadsticks made from mix or scratch are prior to baking. Pancakes made from mix or scratch are batter volume measurement prior to cooking. Side dishes are volume measurements. All combination dishes are made with soy unless otherwise indicated. All starches, vegetables, and cooked cereal are prepared with margarine unless indicated as LF (Low Fat). No pork is used unless item is named pork. Imitation cheese with calcium is used.\*This item contains 125 mg calcium.  
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FLM QUARTERLY MENU REVIEW (initial/date) Q1 Q2 Q3 Q4  
In accordance with ACA Standard (ref. 3-ALDF-4C-04) (MANDATORY) Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established daily servings.

Reviewed: 5/17

ARAMARK Dietitian's Signature:

Meyers, RD, LDN #841936

Client's Signature:

Date: 10/26/17

FLM Signature:

Date: 10/26/17

CA Famed S SLA 10.26.17

Order Form : UNASSIGNED ORDER FORM  
Thursday, January 25, 2018 @15:25

CDF General Population

Name : \_\_\_\_\_ DCDC# : \_\_\_\_\_ Balance : \_\_\_\_\_  
Block : \_\_\_\_\_ Tier : \_\_\_\_\_ Cell : \_\_\_\_\_

<b>**PERSONAL CARE PRODUCTS**</b>			1015	MANILLA ENVELOPE	0.15	3110	CLUB CRACKERS	1.78
0010	ALBERTO VO5 SHAMPOO	2.44	1049	1 EACH 1ST CLASS STA	0.50	3115	CHEEZ ITS CRACKERS 1	0.60
0011	ALBERTO VO5 CONDITIO	2.44	1050	BOOK OF TEN STAMPS	5.00	3175	SMORES POPTARTS	0.95
0040	HAIR FOOD W/VITAMIN	3.28	1055	5X8 WRITING PAD WHIT	0.55	3192	CREAM CHEESE COFFEE	1.03
0050	HAIRDRESS 5 OZ	2.63	1060	8.5 X 11 LETTER PAD	0.82	3193	2/PK FRSTD STRWBRY P	0.95
0051	HAIRDRESS & PRESS OI	2.63	1068	SECURITY PEN-BLACK	0.55	3260	4 OZ CRUMB COFFEE CA	0.80
0090	SHAMPOO SINGLE PCKT	0.14	1070	SKETCH PAD 8.5 X 11	0.66	3274	ZC MONSTER ICED BUNE	0.90
0107	P-UP DRIVE DEODORANT	2.18	1073	FILE FOLDER	0.16	3330	(BOX) ZC OATMEAL & C	3.45
0118	FORCE A/P DEOD ROLL-	1.25	1086	POCKET DICTIONARY II	2.63	3331	ZC (BOX) SWISS ROLLS 6	3.40
0123	.5 OZ. STICK DEODORA	1.25	1101	JUVENILE BIRTHDAY CA	0.72	3332	ZC (BOX) D-DUNX 6/PK	2.75
0147	P-UP A/P DEOD DRIVE	2.77	1105	GET WELL CARD - ACET	0.72	3333	ZC (BOX) PB WAFERS 6-	3.40
0210	4OZ SKIN CARE LOTION	0.98	1120	THANK YOU CARD	0.72	4048	GLAZED DONETTE	1.50
0212	COCONUT LIME ALOE LO	2.24	1121	SEASONAL GREETING CA	0.72	<b>**CANDY**</b>		
0216	COCOA BUTTER STICK 1	1.27	1300	AVIATOR PLAYING CARD	2.51	4019	CHICK O STICK	0.29
0221	PETROLEUM JELLY 3.75	1.68	1305	PINOCHLE CARDS	2.51	4046	M&M PEANUT PEG PACK	2.49
0320	REG MAGIC CREAM SHAV	5.98	1400	BOWL	0.98	4047	M&M PLAIN PEG PACK	2.49
0341	SHAVE GEL PACKET 7.5	0.09	1450	SM. SHOWER SHOE	1.14	4080	(BAG) SNICKERS MINITU	2.49
0361	ELEMENTZ 3-N-1 BODY	2.87	1451	MED. SHOWER SHOE	1.20	4120	ROOTBEER BARRELS	0.81
0362	DANDRUFF SHAMP/ALMND	3.37	1452	LG. SHOWER SHOE	1.26	4135	JOLLY RANCHERS ASST.	0.99
0397	NEXT1 COCOA BTTR SOA	1.02	1455	SM DLX VELCRO SLIP-O	3.58	4145	STARLITE MINTS 3.75O	0.73
0424	MOISTURIZING SOAP 5	1.02	1456	MED DLX VELCRO SLIP-	3.58	4146	ATOMIC FIRE BALLS	0.73
0426	SPORT BAR SOAP	1.56	1457	LRG DLX VELCRO SLIP-	3.58	4150	SOUR FRUIT BALLS 4.2	0.73
0439	NEXT 1 SOAP	0.78	1458	XLRG DLX VELCRO SLIP	3.58	4154	ORANGE SLICES 5.7 OZ	0.85
0441	BLACK/WHITE SKIN SOA	3.61	1721	SZ 6 RAWLINGS MARC I	33.10	4155	SUGAR FREE WILD FRUI	0.62
0510	CAVITY TOOTHPASTE MI	2.79	1736	SZ 6.5 RAWLINGS MARC	33.10	4156	VANILLA CARAMELS	0.81
0530	COOL WAVE CLR TOOTHP	1.70	1751	SZ 7 RAWLINGS MARC I	33.10	4163	STARBURST	2.49
0557	ANTISHANK TOOTHBRUSH	0.45	1752	SZ 7.5 RAWLINGS MARC	33.10	<b>**FOOD/SNACK ITEMS**</b>		
0821	PALM BRUSH	0.50	1753	SZ 8 RAWLINGS MARC I	33.10	2596	CREAM CHEESE W/JALAP	0.95
<b>**MENS CLOTHING**</b>			1754	SZ 8.5 RAWLINGS MARC	33.10	2615	BC REG SUMMER SAUSAG	1.10
1498	MEN BRIEFS 3XL	5.00	1757	SZ 9.5 RAWLINGS MARC	33.10	2624	BC TURKEY SUMMER SAU	2.25
1499	MEN'S BRIEFS 4XL	6.12	1758	SZ 10.5 RAWLINGS MAR	33.10	2717	SPANISH RICE W / CHE	0.70
1504	SMALL T-SHIRT	3.94	1759	SZ 11 RAWLINGS MARC	33.10	2737	CHILI CHEESE FRITOS	0.70
1505	MED T-SHIRT	3.94	1761	SZ 13 RAWLINGS MARC	33.10	3554	FC MAKERAL/HOT CHILI	1.64
1506	LG T-SHIRT	3.94	1763	SZ 15 RAWLINGS MARC	33.10	3559	SLICED PEPPERONI	2.99
1507	XLG T-SHIRT	3.94	1853	SZ 9 RAWLINGS MARC I	33.10	3581	BC SUMMER SAUSAGE HO	1.10
1508	XXLG T-SHIRT	7.16	1854	SZ 10 RAWLINGS MARC	33.10	3584	BC HOT & SPICY SUMME	1.94
1509	3X LARGE T-SHIRT	7.12	1855	SZ 11.5 RAWLINGS MAR	33.10	3585	BC REG SUMMER SAUSAG	2.25
1514	MEN BRIEFS SMALL	2.86	1856	SZ 12 RAWLINGS MARC	33.10	4056	PEANUT BUTTER SQUEEZ	0.79
1515	MEN BRIEFS MED	2.86	1857	SZ 14 RAWLINGS MARC	33.10	4178	NUT & YOGURT MIX	2.99
1516	MEN BRIEFS LRG	2.86	3700	SZ6.5 REEBOK CLSC NY	35.00	4321	DORITOS CLR BAG	0.76
1517	MEN BRIEFS XL	2.86	3820	XL CROSS STRAP FLIP	1.13	4429	ZC STRAWBERRY SF WAF	1.04
1518	MEN BRIEFS 2XL	3.83	5273	1.25 READING GLASSES	5.39	4468	ICED LEMON LOAF CAKE	1.03
1529	SM BOXER SHORTS WHIT	4.09	5276	READING GLASSES 2.0	5.63	4508	CHICKEN VIENNA SAUSA	1.29
1530	MED BOXER SHORTS WHI	4.09	5280	3.00 READING GLASSES	5.23	4520	HOT CHICKEN VIENNA S	1.36
1531	LG BOXER SHORTS WHIT	4.09	9150	XL SWEATSHIRT/ORANGE	15.08	4863	DORITOS TORTILLA CHI	0.87
1532	XLG BOXER SHORTS WHI	4.09	9151	2XL SWEATSHIRT/ORANG	16.03	6013	CAJUN CHICKEN RAMEN	0.34
1533	2XLG BOXER SHORTS WH	6.54	<b>**CUPS**</b>			6018	TEXAS BEEF RAMEN SOU	0.34
1534	3XLG BOXER SHORTS WH	6.54	1411	COFFEE CUP W/ HANDLE	0.90	6026	CHILI RAMEN	0.34
1540	TUBE SOCK (ONE SIZE	1.33	1413	22OZ TUMBLER ONLY (N	0.60	6046	CHICKEN RAMEN	0.34
1551	MED THERMAL TOP	6.13	<b>**BEVERAGES**</b>			6050	KK INSTANT RICE	1.40
1552	LRG THERMAL TOP	6.13	2014	INST.CAPPUCCINO FR.V	0.25	6051	KK BROWN RICE 6.5 OZ	2.08
1553	XL THERMAL TOP	6.13	2100	N/S SS ORANGE DRNK	0.11	6059	MECHN SHRIMP FLV RAME	0.34
1554	2XL THERMAL TOP	8.07	2110	N/S S.S FRUIT PNCH	0.11	6065	LS CHICKEN RAMEN	0.34
1555	3XL THERMAL TOP	8.07	2115	N/S SS BLACK CHRY	0.11	6066	LS BEEF RAMEN	0.34
1561	MED THERMAL BOTTOMS	6.13	2120	N/S SS LEMONADE	0.11	6067	LS CHILI RAMEN NOODL	0.34
1562	LRG THERMAL BOTTOMS	6.13	2300	6OZ TANG CLEAR	1.88	6072	TOMATO SAUCE SQUEEZE	2.75
1563	XLRG THERMAL BOTTOMS	6.13	2301	NESTEA W/LEMON 5.5 O	1.66	6074	MACKERAL FILLET IN B	1.25
1564	MEN THERMAL BOTTOM 2	8.07	2310	6OZ LEMONADE - CLEAR	1.66	6079	WHOLE SHABANG 1.5 OZ	0.42
1565	MEN 3XL THERMAL BOTT	8.07	2311	6OZ GRAPE KOOL-AID C	1.66	6083	WHT CHEDDAR POPCORN	1.40
1567	THERMAL BOTTOM 4XLG	14.30	2330	6OZ TR PUNCH KOOLAI	1.66	6100	POTATO CHIPS	0.46
3652	5XL CREWNECK T-SHIRT	9.96	2334	KOOL AID - CLR CHERR	1.66	6108	MOON LODGE PRETZELS	1.89
3669	6XL CREWNECK T-SHIRT	9.00	<b>**COOKIES/CRACKERS/PASTRIES**</b>			6111	CA HOT&SPICY CORN CH	0.56
5727	4XL MENS CREWNECK T-	9.51	2594	HOSTESS CHOC CUPCAKE	1.50	6114	HOT FRIES (ANDY CAPP	0.42
7932	ORANGE GYM SHORTS (S	11.06	3004	ZC PB CREME COOKIES	0.86	6116	CHEESE PUFFS	0.56
7935	ORANGE GYM SHORTS (X	11.06	3020	OREO COOKIES	0.60	6120	NACHO TORTILLA CHIPS	0.56
7936	ORANGE GYM SHORTS (2	11.06	3030	ZC VNILLA CRM COOKIE	0.86	6125	HOT CHIPS 1.5 OZ	0.42
7937	ORANGE GYM SHORTS (3	16.08	3031	ZC ORNG-PNAPPLE CRMS	0.86	6126	SOUR CREAM ONION 1.5	0.42
8206	T-SHIRT 6LXG	10.01	3035	ZC CHOC CHIP COOKIES	0.86	6134	ML CAMEL POPCORN	0.98
<b>**MISCELLANEOUS**</b>			3040	ZC ICED OATML COOKIE	0.86	6147	PULLED CHKN/BUFFALO	3.72
0490	SOAP DISH	0.51	3045	ZC DUPLEX CREMES 6OZ	0.86	6153	CHIPS-BUFFALO WING B	0.46
1010	#10 WHITE ENVELOPE	0.21	3107	(BOX) SALTINE CRACKER	1.80	6159	CHEETOS FILMN HOT 1.7	0.76

Order Form : UNASSIGNED ORDER FORM  
Thursday, January 25, 2018 @15:25

6173	BC CHILI W/ BEANS	1.57
6174	BC HOT CHILI W/ BEAN	1.57
6176	BC BEEF STEW	2.45
6179	FC SARDINES IN OIL	1.24
6191	FC SALMON FLAKES	1.86
6195	PREMIUM CHICKEN BREA	3.42
6212	CAJUN SNACK MIX	1.26
6213	HEALTHY SNACK MIX	1.02
6217	TROPICAL SNACK MIX	0.93
6262	MAYONNAISE 12PK	0.79
6263	MUSTARD 12PK	0.78
6264	BAGO KETCHUP 12PK	0.78
6349	WHOLE ENCHILADA PART	2.13
6358	HONEY 10/PKS	1.14
6412	GRAPE JELLY 1 OZ.	0.38
6428	CA SHARP CHDR CHS SQ	0.88
6429	CA JALAP CHEESE SQUE	0.88
6500	PICKLE (HOT)	0.85
6501	PICKLE (MILD)	0.85
6515	MAYO SINGLE SERVE 1	0.10
6540	ZC STRAWBERRY CEREAL	0.45
6606	SALTED PEANUTS 1.75	0.60
6610	GV PLAIN BAGEL	0.80
6612	GV CINNAMON & RAISIN	0.80
6700	SV REFRIED BEANS	1.20
6721	FISH STEAKS IN HOT S	1.10
6826	FRESH CATCH TUNA 4.2	1.79
**ELECTRONICS**		
1166	EAR BUD	2.74
1206	AAA 1/EA ION3 BATTER	0.88
1213	AA BATTERY 1EA	0.88
1249	RADIO_DIGITAL AM FM_	15.96

Signature: \_\_\_\_\_

Date: \_\_\_\_\_