

February 25, 2019

Charles Allen, Chairperson Committee on the Judiciary and Public Safety 1350 Pennsylvania Avenue, NW Washington, DC 20004

Dear Chairperson Allen,

Enclosed you will find responses to your questions for the Committee's preparation for the performance oversight hearing for the Department of Forensic Sciences. If you need more information, Please feel free to contact me.

Sincerely,

Jenifer A. L. Smith, Ph.D.

Director, Department of Forensic Sciences

CC: Office of the Deputy Mayor for Public Safety and Justice

Office of Policy and Legislative Affairs

ATTACHMENTS



General Questions

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

Please see Attachment A

2. Please provide a current Schedule A for the agency which identifies each position by program and activity codes, with the employee's name, 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.

Please see Attachment B

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.

Name	Detailed From	Reason for Detail	Date of Assignment	Projected Date of Return
Officer Chase, Steven	MPD	Assigned to the Firearms Examination Unit to provide expert knowledge in Firearm Functionality, Chemical Analysis, and National Integrated Ballistic Identification Network Support (NIBIN)	9/23/2012	TBD



Name	Detailed From	Reason for Detail	Date of Assignment	Projected Date of Return
Senior Officer Rimel, Wayne	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Sergeant Frost, Norman	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Sergeant Korczyynski, Jason	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Brown, Fred	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Coughlin, Thomas	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer DePrince, Michael	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Singleton, Ivan	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Hampton, Eric	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Johnson, Gregory	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Lancaster, Adrian	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD



Name	Detailed From	Reason for Detail	Date of Assignment	Projected Date of Return
Officer McCollum, Robert	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Ramadhan, Tina	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Stevens, Mocte'Ma	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Officer Gregory, Jay	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	TBD
Haynes, Kashmiere	DCHR	Assigned to DFS Forensic Science Laboratory as a District Leadership Program Intern	11/13/2018	5/24/2019
Pineyro, Jessica	ОАН	Assigned to DFS Forensic Science Laboratory	03/05/2018	02/13/2019
Parker, Lorrelle	OCFO	Assigned to DFS as the Agency Fiscal Officer	7/10/2017	TBD
Wallington, Kenneth	OCP	Assigned to DFS as the OCP Contracting Specialist	12/26/2016	TBD
Onochie, Natasha	OCP	Assigned to DFS as the OCP Contracting Specialist	5/1/2017	TBD
Harris, Yvonne	OCP	Assigned to DFS as the OCP Contracting Specialist	7/10/2017	TBD

4. Please provide the Committee with:

a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle collisions involving the agency's vehicles in FY18 and FY19, to date; and

Vehicle	Vehicle Number	Assigned
2014 Chevy Express 3500	10618	CSSU



Vehicle	Vehicle Number	Assigned
2014 Chevy Express 3500	10619	CSSU
2014 Chevy Express 3500	10620	CSSU
2014 Dodge Cargo Van	10622	CSSU
2014 Dodge Cargo Van	10623	CSSU
2015 Dodge Promaster City	11192	CSSU
2015 Nissan Frontier	11211	CSSU
2015 Nissan Frontier	11216	CSSU
2014 Chevy Express 3500	11212	CSSU
2014 Chevy Express 3500	11279	CSSU (CEU)
2017 Ford Explorer Limited	10913	CSSU
2017 Ford Explorer Limited	10914	CSSU
2017 Ford Explorer Limited	10915	CSSU
2017 Ford Explorer Limited	10916	CSSU
2009 Cutaway Van	10918	CSSU
2009 Cutaway Van	10919	CSSU
2017 Ford Explorer	12808	CSSU
2017 Ford Explorer	12810	CSSU
2014 Toyota Prius	10564	DFS (Agency Wide
		Fleet)
2014 Toyota Sienna	10476	DFS (Agency Wide
		Fleet)

	FY2018
Vehicle	Accident Description and Vehicle Damage
10915	While backing into a parking spot in the CFL on parking level B2, DFS
	vehicle made contact with the metal crash buffer around the cement pillar. A
	small crease and scratches noted on the passenger side bumper.
10619	The DFS vehicle was pulling out of a parking garage, and the driver's rear
	fender scraped cement pylon. The DFS vehicle sustained a small dent to the
	fender and paint transfer.
10915	While changing lanes, the DFS vehicle struck a civilian vehicle. The civilian
	vehicle received large dent to driver's rear door. The DFS vehicle sustained
	minimal paint transfer
10918	While driving, a civilian vehicle passing on the left merged into the right
	lane, forcing the DFS vehicle to scrape a guardrail on the passenger side.
	The DFS vehicle sustained small scratches and paint transfer.
11212	While departing a crime scene, the DFS vehicle started to go around a
	stopped Metro bus and rubbed the passenger side of the vehicle along the
	driver side at the rear of the bus. Significant rub/scratches noted on the



	passenger side cargo door and a small dent behind the door of the DFS vehicle, scratches were noted on the rear of the bus.
10620	While responding to a scene, DFS vehicle was attempting to make a left hand turn in traffic and collided with the driver side at the rear of a civilian vehicle causing significant damage to that vehicle. Scratches only recorded on the DFS vehicle.
10620	While responding back to the CFL, DFS vehicle was stopped at a light and was struck from behind by a civilian vehicle. DFS received minor scratches to the rear bumper.
10620	While parked on a crime scene, DFS vehicle was struck by a civilian vehicle which went on to strike another civilian vehicle, which was also parked, before fleeing the scene. Small dent and scuff marks on driver side rear bumper.
12808	While driving back from a crime scene, DFS vehicle was passed and struck by a civilian vehicle also driving in the same direction. The passenger side rear quarter panel made contact with the DFS vehicle's side front bumper. DFS vehicle bumper received scratches to the paint.

	FY2019		
Vehicle	Accident Description and Vehicle Damage		
10913	While on a crime scene, the vehicle's front passenger side door was opened. The bottom of the door made contact with a tree root causing the molding to pop off.		
10913	While parked at a crime scene, the DFS vehicle was struck in the rear by a civilian vehicle. DFS vehicle sustained a dent to the rear lift gate and scratches to the rear bumper		
11212	The DFS vehicle was parked on a hill at a crime scene. While the vehicle rolled backwards after being put into drive and made contact with the front bumper of a civilian vehicle parked behind. No damage to DFS vehicle, front bumper of civilian vehicle was damaged.		
10620	While parked on School Street behind the CFL, DFS vehicle's driver side mirror was struck and removed by a civilian delivery van's mirror.		
10619	While driving through the CFL parking garage, DFS vehicle struck a cement pillar on the passenger side cargo door and rear fender, causing significant dents, scratches and damage to the proper functioning of the cargo door.		



b. A list of travel expenses, arranged by employee for FY18 and FY19, to date, including the justification for travel.

In FY18 and FY19, to date, DFS travel expenses were paid using local funding and grant funding. Grant funding sources include; the Public Health Emergency Preparedness Cooperative Agreement (PHEP), the Epidemiology and Laboratory Capacity for Infectious Diseases Cooperative Agreement (ELC) awarded by the Centers for Disease Control and Prevention (CDC), and the Crime Gun Intelligence Center (CGIC) grant. The Association of Public Health Laboratories (APHL) also provides opportunities for public health laboratories to send staff and leadership to various conferences to learn new best practices for services offered by public health laboratories. The locally funded travels include training events for employees to help meet the mission of the agency. DFS makes every attempt to bring in outside organizations to maximize on-site trainings and limit the cost of travel or to provide training locally without incurring travel costs. Listed below are the FY18 and FY19 training events that incurred travel costs. Costs are totaled and may include registration fees as well as travel expenses.

Employee Name	Destination	Justification	Cost (Funding)
Arendse,	Red Stone,	IBIS Basic User Training	\$1,761.24
Wayne	Alabama	NIBIN training on acquisition of	(Local)
		cartridge cases and navigating the	
		software to perform correlation	
		reviews.	
Beaven,	Quantico, VA	IHIA Advanced Homicide Class	\$584.57
Mary		Training on digital criminalistics,	(Local)
(Alana)		evidence recovery procedures,	
		crime scene analysis, preparing	
		large scale response, no-body	
		investigations and prosecutions	
Brittingham,	Huntsville,	NIBN Acquisition Training	\$1,437.90
Kim	Alabama	NIBIN training on acquisition of	(CGIC Grant)
		cartridge cases and navigating the	
		software to perform correlation	
		reviews.	
Bustamante,	Minneapolis,	ANAB Fundamentals of	\$2,050.89
Elizabeth	MN	Uncertainty of Measurement	(Local)
		Two day course on inclusion of	
		practical approaches to	
		measurement uncertainty	
		applications, based on fundamental	
		practices needed for accreditation	



Employee	Destination	Justification	Cost (Funding)
Name	*** 5.1		** ** ** ** ** ** ** **
Courtney,	West Palm	American Society for	\$1,654.10
Colleen	Beach, Florida	Microbiology Clinical Virology	(ELC Grant)
		Symposium Lindata limandada af alimiaal	
		Update knowledge of clinical virology	
Courtney,	Atlanta, GA	2018 Responsible Official	\$1,351.93
Couraicy, Colleen	Attailta, GA	Workshop	(PHEP Grant)
Concen		Three day workshop addressing	(THET Grant)
		BSL-3 policies allowing the ARO	
		to update her knowledge in	
		managing and administering	
		DCPHL Bioterrorism program.	
Courtney,	Pasadena, CA	2019 APHL Annual Meeting	\$2,168.55
Colleen	·	Conference addressing PHL	(ELC Grant)
		issues, trends, and technology	
		related to emerging infectious	
		diseases, environmental health,	
		emergency preparedness,	
		informatics, food safety, newborn	
~ 22	** '11	screening, and global health	φ4.20.4 = 0
Cuffy,	Huntsville,	National Integrated Ballistic	\$1,394.70
Charles	Alabama	Information Network (NIBIN)	(CGIC Grant)
		NIBIN training on acquisition of	
		cartridge cases and navigating the	
		software to perform correlation reviews.	
		ieviews.	
Cunanan,	Atlanta, GA	Pulsenet BioNumerics	\$1,331.94
Abigail	111111111111111111111111111111111111111	Workshop	(Local)
8		Increase knowledge in PulseNet	(====)
		bioNumerics, strengthening PHL	
		lab capacity to transition to whole-	
		genome sequencing (WGS) to	
		detect clusters of foodborne illness	
		in DC.	
Daniels,	Quantico, VA	IHIA Advanced Homicide Class	\$450.60
Erin		Training on digital criminalistics,	(Local)
		evidence recovery procedures,	
		crime scene analysis, preparing	
		large scale response, no-body	
		investigations and prosecutions	



Employee Name	Destination	Justification	Cost (Funding)
Feiter,	Richmond,	STRMIX USA Workshop Training on implementation and casework approach to STRmix software	\$4,189.23
Andrew	California		(Local)
Fried,	Tacoma,	Association for Crime Scene Reconstruction Annual Conference Training sessions and workshops for DFS Trainer to include evaluating bullet impacts, photo documentation of bullet holes, trajectory rods, lasers, exam of bullet holes in clothing, chemical reagents, reconstruction from body worn cameras and 3D laser scan data	\$1,582.14
Jonathan	Washington		(Local)
Frison,	Philadelphia,	Fujifilm UV/IR Full Photography Two Day Workshop Hands on Instruction in the use of UV/IR Camera for crime scenes	\$633.69
Rachel	PA		(Local)
Geter,	New Orleans,	National Safety Council Southern Safety Conference & Expo Updated practices for safety professionals - identify and discuss leading technologies and networking opportunities	\$1,294.00
Regina	LA		(Local)
Giles,	Ammendale,	Ruger at Bureau of Alcohol, Tobacco, Firearms, and Explosives National Laboratory Center Three day workshop on the overall function of Sturm and Ruger firearms with safety systems and proper assembly/disassembly.	\$376
Natalie	MD		(Local)
Glover,	Fredericksburg,	Introduction to Forensics Photoshop Training on forensic Photoshop used in the examination and comparison of latent prints.	\$725.61
Diane	VA		(Local)



Employee	Destination	Justification	Cost (Funding)
Name			
Goolsarran,	Quantico, VA	IHIA Advanced Homicide Class	\$602.01
Nandani		Training on digital criminalistics,	(Local)
		evidence recovery procedures,	
		crime scene analysis, preparing	
		large scale response, no-body	
		investigations and prosecutions	
Graham,	Seattle,	American Academy of Forensic	\$1975.21
Brittany	Washington	Sciences Annual Meeting	(Local)
		Assess vendors offering forensic	
		laboratory products, pursue	
		partnerships with local and federal	
		forensic partners, and research	
		new forensic testing capabilities	
Gueye,	Chicago, IL	Society of Human Resources	\$5,395.72
Aida		Management Conference	(Local)
		(SHRM)	
		Provide newly appointed HR staff	
		member with resources and	
		training from SHRM conference.	
Hahn,	Burtonsville,	FVA 101: Introduction to	\$2,343.38
Brianna	MD	Forensic Video Analysis	(Local)
		Gain familiarity in video analysis.	
Harris,	Morgantown,	Chesapeake Bay Division IAI	\$742.98
Laura	WV	Conference	
		The CBDIAI Conference consists	
		of multiple comprehensive training	
		presentations and workshops in	
		various crime scene related topics,	
		to include DNA and latent print	
		development and examination,	
		technological advances in	
		searching for fingerprints, drug	
		evidence found on crime scenes,	
TT' 1	N. O.	and forensic entomology.	Φ1 200 26
Himrod,	Norman, OK	2018 Combined DNA Index	\$1,298.26
Jennifer		System (CODIS) State	(Local)
		Administration Meeting	
		Back-up to CODIS state	
		Administrator. Covers software	
		updates and legislative updates to	
		CODIS program	



Employee Name	Destination	Justification	Cost (Funding)
Hopkinson, Krystyna	Norman, OK	24th National Combined DNA Index System (CODIS) Conference Training covers software updates and legislative updates to CODIS program	\$1,097.95 (Local)
McCarroll, Matthew	Riverdale, MD	eFSAP Regional Training Workshop Interaction with national colleagues while learning how to navigate the new eFSAP portal for use in the DCPHL DSAT program	\$6.70 (Local)
McCarroll, Matthew	Pasadena, CA	2018 APHL Annual Meeting Conference addressing PHL issues, trends, and technology related to emerging infectious diseases, environmental health, emergency preparedness, informatics, food safety, newborn screening, and global health	\$1,849 (ELC Grant)
McNeil,	Richmond,	STRMIX USA Workshop Training on implementation and casework approach to STRmix software	\$4,154.24
Kamedra	California		(Local)
Narowski,	Philadelphia,	Fujifilm UV/IR Full Photography Two Day Workshop Hands on Instruction in the use of UV/IR Camera for crime scenes	\$633.69
Joy	PA		(Local)
North,	Charleston,	AFTE Firearms Conference Dissemination of information, methods, research, and other educational material relating to firearm and tool mark examinations	\$2,045.95
Sarah	WV		(Local)
Perez,	Richmond,	STRMIX USA Workshop Training on implementation and casework approach to STRmix software	\$4,154.24
Yoelia	California		(Local)
Rachael,	Charleston,	AFTE Firearms Conference Dissemination of information, methods, research, and other	\$2,257.02
Ashley	WV		(Local)



Employee Name	Destination	Justification	Cost (Funding)
		educational material relating to firearm and tool mark examinations	
Raj,	San Antonio,	Association of Molecular Pathology Annual Meeting & Expo To increase applied pathology knowledge focusing on the molecular diagnostics of disease, exchange of new research by scientists and investigators,	\$1,327.37
Pushker	Texas		(Local)
Reedy,	Scottsdale,	Justice Trax LIMS User LIMS System Administrator working with Justice Trax LIMS users to discuss issues, troubleshoot and identify resolutions	\$2,490.63
Jacquie	Arizona		(Local)
Rountree, Angelic	Baltimore, MD	Advanced Latent Analysis Teaching Teach innovative and advanced fingerprint and palm print search techniques to assist examiners in performing more thorough and streamlined analyses	\$523.37 (Local)
Ruiz-Reyes,	Ammendale,	Ruger at Bureau of Alcohol, Tobacco, Firearms, and Explosives National Laboratory Center Three day workshop on the overall function of Sturm and Ruger firearms with safety systems and proper assembly/disassembly.	\$295.68
Jakeline	MD		(Local)
Ruiz-Reyes, Jakeline	Las Vegas, NV	2019 Shot Show Over 1600 exhibits of new firearms and ammunition components - research on Ghost Gun manufacturers	\$1,477.87 (Local)
Ryan,	Morgantown,	Chesapeake Bay Division IAI Conference The CBDIAI Conference consists of multiple comprehensive training presentations and workshops in	\$787.26
DeAnna	WV		(Local)



Employee Name	Destination	Justification	Cost (Funding)
		various crime scene related topics, to include DNA and latent print	
		development and examination,	
		technological advances in	
		searching for fingerprints, drug	
		evidence found on crime scenes,	
		and forensic entomology.	
Ryan,	Quantico, VA	IHIA Advanced Homicide Class	\$390.00
DeAnna	Quantito, VII	Training on digital criminalistics,	(Local)
D G1 HIIIM		evidence recovery procedures,	(2001)
		crime scene analysis, preparing	
		large scale response, no-body	
		investigations and prosecutions	
Santos,	Atlanta, GA	Applied Microbial	\$1,343.10
Elizabeth		Computational Genomics	(ELC Grant)
		workshop	,
		Lecture and computer based	
		training on next generation	
		sequencing technologies and their	
		applications in bioinformatics	
		programs. Instruction in web-	
		based Galaxy software	
Short,	Atlanta, GA	2018 LRN National Meeting	\$1,847.05
Luke		Provide LRN stakeholders with	(Local)
		current information on	
		preparedness among sentinel	
		laboratories, emerging	
		technologies, new LRN polices,	
		model practices and training needs	
Smith,	Hollywood, FL	The National Organization of	\$906.37
Jenifer		Black Law Enforcement	(Local)
		Executives (NOBLE)	
		Presenter for a "Lessons Learned"	
		presentation during	
		"Civilianization of Crime Scene	
		Team" Workshop	A
Stevenson,	Richmond, VA	DCLS Site Visit for NGS Work	\$147.15
Lindsay		Process Training	(Local)
		Observe and learn about the work	
		processes for Next Gen	
		Sequencing within the Division of	
		Consolidated Laboratory Services	



Employee	Destination	Justification	Cost (Funding)
Name			8)
Talley, Terri	Baltimore, MD	Advanced Latent Analysis	\$360.00
		Teach innovative and advanced	(Local)
		fingerprint and palm print search	
		techniques to assist examiners in	
		performing more thorough and	
		streamlined analyses	
Tran,	Atlanta, GA	2018 LRN National Meeting	\$1,442.00
Anthony		Provide LRN stakeholders with	(Local)
-		current information on	
		preparedness among sentinel	
		laboratories, emerging	
		technologies, new LRN polices,	
		model practices and training needs	
Tran,	Atlanta, GA	2018 International Conference	\$2,054.93
Anthony		on Emerging Infectious Diseases	(Local)
		(ICEID)	
		Topics on surveillance and	
		outbreak response, factors	
		contributing to disease emergence	
		and control, and public health	
		preparedness	
Tran,	San Diego, CA	Diagnostic Testing for HIV:	\$1,333.15
Anthony		Implementation and Quality	(Travel funded
		Assurance Tips for the Clinical	by the Pan American
		Lab	Society for Clinical
		Overview of current HIV	Virology)
		diagnosis including the use in the	
		diagnostic algorithm, challenges to	
		the diagnostic algorithm, diagnosis	
		of acute HIV and how to move	
		HIV testing into compliance with	
*** 1	0.1.1. FY	quality assurance systems	Φ1 5 (0.50
Walraven,	Orlando, FL	the IACIS Preparing for Lab	\$1,760.52
Tracy		Accreditation	(Local)
		Training for digital evidence	
		leaders to develop and implement	
		policies and procedures within a	
W 1	A 41 4 C A	digital unit to obtain accreditation.	¢1 (77 7)
Weeden,	Atlanta, GA	Laboratory Methods for	\$1,677.76
Cleveland		Detecting Rabies Workshop	(Local)
		Workshop to cover updates in	
		rabies testing. Emphasis on	



Employee Name	Destination	Justification	Cost (Funding)
Name		standardized direct fluorescent antibody test for the detection of rabies virus in tissue.	
Welti, Susan	Norman, OK	25th National Combined DNA Index System (CODIS) Conference	\$695.49 (Local)
		Training covers software updates and legislative updates to CODIS program	
Wiggins, Karen	Hollywood, FL	The National Organization of Black Law Enforcement Executives (NOBLE) FSL Director to learn about best practices for policing youth, storing and sharing data from multiple sources, and training sworn and non-sworn staff in first aid	\$1,190.00 (Local)
Wiggins, Karen	Seattle, WA	American Academy of Forensic Sciences Annual Meeting Assess vendors offering forensic laboratory products, pursue partnerships with local and federal forensic partners, and research new forensic testing capabilities	\$1,567.77 (Local)
Williams, Brandon	Atlanta, GA	Laboratory Methods for Detecting Rabies Workshop Workshop to cover updates in rabies testing. Emphasis on standardized direct fluorescent antibody test for the detection of rabies virus in tissue	1531.75 (ELC Grant and APHL Travel Voucher)
Williams, Brandon	Manassas, VA	ATCC-GMU Best Practices in Cell Culture Cell culture training in receiving and managing cells in culture, naming cell lines, selecting media for mammalian cultures, detecting and mitigating cell culture contaminants, and shipping cryopreserved cells	\$1,170.71 (Local)



Employee Name	Destination	Justification	Cost (Funding)
Yandura,	Morgantown,	Chesapeake Bay Division IAI	\$787.26
Danielle	WV	Conference	(Local)
		The CBDIAI Conference consists	
		of multiple comprehensive training	
		presentations and workshops in	
		various crime scene related topics,	
		to include DNA and latent print	
		development and examination,	
		technological advances in	
		searching for fingerprints, drug	
		evidence found on crime scenes,	
		and forensic entomology.	

5. For FY18 and FY19, to date, please list all intra-District transfers to or from the agency and the purpose for each transfer.

This information was provided by the Agency's Fiscal Officer.

FY18- Transfers to other Agencies (as Buyer)			
Seller	Description of Services Provided	Funding Sent	Billed Amount
Office of the Chief	Request for	\$14,735.90	\$10,586.21
Technology	Telecommunication		
Officer	Services		
Office of the Chief	OCTO Assessment	\$79,383.34	\$66,524.51
Technology			
Officer			
Office of the Chief	Additional OCTO	\$27,825.84	\$27,461.04
Technology	Assessment		
Officer			
Office of the Chief	Installation of the CISCO	\$146,354.22	\$146,354.22
Technology	Switch		
Officer			
Department of	Fleet Assessment	\$18,417.98	\$18,417.98
Public Works			
Department of	HR Assessment	\$6,555.00	\$6,555.00
Human Resources			
Department of	Auxiliary Parking	\$170,400.00	\$170,400.00
General Services	Services		



	FY18- Transfers to other Agencies (as Buyer)				
Seller	Description of Services Provided	Funding Sent	Billed Amount		
Office of Contracting and Procurement	Purchase Cards	\$229,840.58	\$229,840.58		
Office of Unified Communications	CSS radios for communicating with first responders	\$26,590.71	\$26,590.71		
Office of Unified Communications	Purchase of additional CSS radios	\$53,999.70	\$53,999.70		
Office of the Secretary	Supported a record retention contract signed by the Office of the Secretary	\$22,743.00	\$22,743.00		
Total	•	\$796,846.27	\$779,472.95		

	FY18- Transfers from other Agencies (as Seller)			
Buyer	Description of Services	Funding Sent	Billed Amount	
	Provided			
DC Health	Epidemiology and	\$1,309,238.15	\$695,458.58	
	Laboratory Capacity			
	Grant (ELC)			
DC Health	Public Health Emergency	\$340,000.00	\$327,861.17	
	Preparedness (PHEP)			
	Cooperative Agreement			
Metropolitan	DC-Crime Gun	\$396,306.09	\$367,207.94	
Police Department	Intelligence Center			
_	Initiative Grant			
Office of Victim	Physical Evidence	\$456,772.00	\$451,756.11	
Services & Justice	Recovery Kit Initiative			
Grants				
Office of Victim	Paul Coverdell Firearms-	\$3,438.00	\$3,438.00	
Services & Justice	support firearms testing,			
Grants	travel and training			
Total		\$2,505,754.24	\$1,845,721.80	

FY19- Transfers to other Agencies (as Buyer)				
Seller Description of Services Funding Sent Billed Amoun				
	Provided			
Office of the Chief	Request for	\$0	\$149.96	
Technology	Telecommunication			
Officer	Services			



	FY19- Transfers to other Agencies (as Buyer)			
Seller	Description of Services	Funding Sent	Billed Amount	
	Provided			
Office of the Chief	OCTO Assessment	\$64,287.55	\$6,045.65	
Technology				
Officer				
Department of	Fleet Assessment	\$17,003.12	\$4,846.79	
Public Works				
Department of	HR Assessment	\$6,806.07	\$0	
Human Resources				
Department of	Auxiliary Parking	\$28,500.00	\$0	
General Services	Services			
Office of	Purchase Cards	\$70,915.86	\$70,915.86	
Contracting and				
Procurement				
Office of Unified	Purchase of additional	\$121,905.70	\$0	
Communications	CSS radios			
Total		\$309,418.30	\$81,958.26	

FY19- Transfers from other Agencies (as Seller)			
Buyer	Description of Services	Funding Sent	Billed Amount
	Provided		
DC Health	Epidemiology and	\$844,750.42	\$0
	Laboratory Capacity		
	Grant (ELC)		
DC Health	Public Health Emergency	\$340,000.00	\$299,111.30
	Preparedness (PHEP)		
	Cooperative Agreement		
DC Health	Opioid Surveillance	\$1,070,314.00	-
	Cooperative Agreement		
Metropolitan	DC-Crime Gun	\$265,505.26	-
Police Department	Intelligence Center	Reimbursable	
	Initiative Grant	agreement funding	
		not advanced	
Office of Victim	Physical Evidence	\$540,000.00-	-
Services & Justice	Recovery Kit Initiative	Reimbursable	
Grants		agreement funding	
		not advanced	
Office of Victim	Paul Coverdell Firearms-	\$25,998.00-	-
Services & Justice	support firearms testing,	Reimbursable	
Grants	travel and training.	agreement funding	
		not advanced	
Total		\$3,126,567.68	\$299,111.30



- 6. For FY18 and FY19, 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.

There were no special purpose revenue funds being maintained, used by, or available to the agency, in FY18 nor FY19, to date. The DFS Laboratory Fund has zero balance.

7. For FY18 and FY19, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Authorized User	Purpose	Total	Total
	for	Purchases FY18	Purchases FY19
	Expenditure		
Herbert Thomas	Travel	\$ 17,633.53	\$3668.46
Cherry Belle	Supplies	\$ 76,449.75	N/A
Derrick Draughn	Travel	\$ 44,146.04	\$11,924.59
Kimary Harmon	Supplies	\$ 2,499.00	\$17,339.50
Lavonia Jackson	Travel	\$ 50,867.73	\$18,851.24
Nergis Zafar- Qureshi	Supplies	\$ 26,113.59	\$16,891.33
Jonathan Pope	Software	N/A	\$13,432.49
	Renewals		
	Total	\$ 217,709.64	\$82,107.61



8. Please list all memoranda of understanding ("MOU") entered into by your agency during FY18 and FY19, 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.

FY18					
MOU	Buyer	Seller	Date Entered	Termination Date	
Crime Gun Intelligence Center	MPD	DFS	1/26/17	9/30/18	
DEA – transition of drug testing	DFS	DEA	10/16/17	4/1/18	
OCA The Lab @ DC re: CGIC data use agreement	OCA	DFS	1/26/18	(until termination)	
Public Health Emergency Preparedness (PHEP) Epidemiology and Laboratory Capacity (ELC)	DC Health	DFS	10/1/17	9/30/18	
Amendment to Above with DC Health	DC Health	DFS	5/30/18	9/30/18	
Radios and Airtime Services	DFS	OUC	10/1/17	9/30/18	
Physical Evidence Recovery Kit Initiative	OVSJG	DFS	10/1/17	9/30/18	
DCHR Suitability	DFS	DCHR	10/1/17	9/30/18	
DGS Parking	DFS	DGS	10/1/17	9/30/18	
FSL COOP Space	DFS	DGS	10/1/17	(until termination)	
Latent Fingerprint Services for US Capitol Police	USCP	DFS	06/18/18	9/30/23	

FY19					
MOU	Buyer	Seller	Date Entered	Termination Date	
Radios and Airtime Services	DFS	OUC	10/1/18	9/30/19	
Public Health Emergency Preparedness (PHEP), Epidemiology and Laboratory Capacity (ELC)	DC Health	DFS	10/1/18	9/30/19	
Amendment to Above with DC Health	DC Health	DFS	11/7/18	7/31/19	
Amendment to Above with DC Health	DC Health	DFS	1/16/19	7/31/19	
Crime Gun Intelligence Center	MPD	DFS	1/9/19	9/30/19	
DNA Services for US Capitol Police	USCP	DFS	10/30/18	9/30/23	
DCHR Suitability Services	DFS	DCHR	10/1/18	9/30/19	
DGS Facilities Service Agreement	DFS	DGS	10/1/18	9/30/19	



FY19					
MOU	Buyer	Seller	Date Entered	Termination Date	
Physical Evidence Recovery Kit Initiative (Grant Funding)	OVSJG	DFS	1/1/19	12/31/19	

- 9. Please summarize and provide the status of all existing capital projects and those in the financial plan, including a brief description, the amount budgeted by fiscal year, actual dollars spent, and any remaining balances (by type of funds). In addition, please provide:
 - a. An update on all capital projects concluded in FY17, FY18, and FY19, to date, including the amount budgeted, actual dollars spent, any remaining balances, and whether the project had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

Project: LIM01C Laboratory Information Management System (LIMS) Description: The Laboratory Information Management System (LIMS) is the Department's central workflow and data management system. Previous data collection, management, and workflow processes were performed on various disparate systems or by paper processes in place before the creation of the DFS. The LIMS provides a single authoritative source for all DFS laboratory information and ensures accurate timely information to the DFS's clients.

Fiscal Year	Allotments	Spending	Balance
FY 2019	\$0	\$21,881.96	\$39,022.07
FY 2018	\$0	\$89,116.34	\$60,904.03
FY 2017	\$0	\$648,089.79	\$150,020.37
FY 2016	\$993,751.15	\$195,640.99	\$798,110.16
Timeline:	Remainder of this balance will be paid out for the current Dashboard updates.		



Project: DCI16C Laboratory Equipment Capital Requirement

Description: DFS transferred \$1,000,000 of FY16 Operating Funds into PAYGO for critical equipment replacement. This was approved on November 18, 2016. However, during the FY18 budget approval process Council cut the Capital project by \$500,000. Prior to this Capital Project, DFS did not have any funds for laboratory equipment replacement. DFS anticipates approximately \$720,000 in laboratory equipment will surpass its useful lifecycle by 2018. DFS anticipates laboratory equipment purchased in 2012 will require replacement to maintain efficient and accurate analysis. According to the Office of the Chief Financial Officer's Capital Asset Replacement Schedule System (CARSS), laboratory equipment has a life cycle of five years. Laboratory equipment supports DFS in providing services to the District.

Fiscal Year	Allotments	Spending	Balance	
FY 2019	\$0	\$0	\$419.04	
FY 2018	\$0	\$66,000.00	\$419.04	
FY 2017	\$500,000.00	\$433,580.96	\$66,419.04	
Timeline:	Waiting for OCFO to close out the project.			

Project: DIG01C Digital Forensic Storage Capital Requirement

Description: DFS provides unique services to District Government and Federal Agencies that generate a large amount of digital information. In order to ensure Chain of Custody, as well as storage, catalog evidence, and limit access control, an increase in digital storage was needed to meet DFS core services. DFS will expand its server and online storage capacity to store and process analytical forensic and public health data generated during forensic and public health testing. This new technology will meet the two to four terabytes of analytical data that is produce daily based on DFS current caseloads.

Fiscal Year	Allotments	Spending	Balance
FY 2018	\$1,000,000.00	\$1,000,000.00	\$0
Timeline:	Waiting for OCFO to close out the project.		



Project: FR0GRC Laboratory General Renovations Requirement

Description: DFS provides a state-of-the-art science laboratory facility. In order to ensure changing priorities and effective use of laboratory space, the department maintains a general renovation fund. This allows DFS to continue producing high-level laboratory analysis. DFS must renovate the Biosafety Safety Lab-3 to expand the area for rabies testing. Following expansion, necropsies of animals with suspected rabies will be performed within DFS in satisfactory conditions. Updating the 19 current laboratories for rabies testing will allow the Department to meet health and safety standards.

Fiscal Year	Allotments	Spending	Balance
FY 2019	\$0	\$96,900.34	\$1,000.00
FY 2018	\$200,000	\$102,099.66	\$97,900.34
Timeline:	This project has been completed and we are waiting for the invoice to pay this out.		

Project: HDW02C Laboratory & Hospital Equipment

Description: This project is needed to fund the replacement of mission critical specialized laboratory and information technology that has become obsolete or is in disrepair. Using the 5-year useful lifecycle standard, the OCFO Capital Asset Replacement Schedule has recommended this amount for FY19.

Fiscal Year	Allotments	Spending	Balance		
FY 2019	\$140,000.00	\$112,230.26	\$27,769.74		
Timeline:	DFS has purchased so	everal instruments and	equipment for the		
	Public Health Labora	tory, including: the Te	can NGS upgrade for		
	an outdated piece of	equipment that uses rol	botic automation of		
	liquid handling for pr	reparation of samples f	or Next Generation		
	Sequencing/Whole Genome Sequencing; a Microplate Washer				
	that washes reagents in between steps and helps with accuracy of				
	antibody test results in immunology and in the bioterrorism				
	program; and a MagNA Pure 24 Extraction that will automate				
	extractions for specin	nens and extracts nucle	eic acids, i.e. DNA,		
	and RNA for testing.				



Project: LIM20 DFS Laboratory Information Management System

Description: The project is necessary in order to maintain chain of custody of all evidence within the District, casework, and the results of sample testing. DFS currently maintains a number of different information management systems for the Forensic Science Laboratory, including specific systems for the Forensic Biology Unit, and the Public Health Laboratory. We need to look for other systems to improve and maximize the reporting capabilities of this now obsolete technology. For example, some of the licensed technologies used by JusticeTrax LIMS (our current system) were from the 1990's and are no longer supported by their manufacturer. Many of the features are hard coded into the system which restricts the ability to modernize workflows and take advantage of new laboratory capabilities, such as, the recently introduced Mideo system used in efficient management and examination of images for latent fingerprint and firearms examinations. Without this project, the current system will inhibit DFS' ability to progress and to continually improve its capability and capacity.

Fiscal Year	Allotments	Spending	Balance
FY 2019	\$500,000.00	\$107,696	\$392,304.00
Timeline:	to support the review implementation of the	of procuring a contract of needs and identify a laboratory information ates the team to be in p	requirements for the on management

Project: DIG19C Forensic Evidence Digital Storage

Description: Due to the unique nature of the services provided to District Government and federal agencies, DFS generates a large amount of digital information. This information needs to be stored, cataloged, and controlled locally within DFS to ensure Chain of Custody (CoC), limit access control, and limit the number of persons potentially called to appear in court. Additionally, this information needs to be stored locally since it might need to be "bare metal" processed by local systems, due to its sensitive nature (e.g. child pornography, MPD internal affairs, etc.), or there may be a need for immediate access by scientists and/or systems of DFS. Some of this information also contains various forms and significant amounts of malware that is still required to be processed by DFS systems. DFS has the staff and systems to manage this type of data as part of its core business. This information could be required for only a few months out of a year or more depending on its probative value and/or the time the case is under litigation. The need for larger data storage has also increased in order to serve stakeholders' critical information more quickly. This data storage will also be essential in providing DFS stakeholders instant access to data and reports from DFS.

Fiscal Year	Allotments	Spending	Balance
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Project: DIG19C Forensic Evidence Digital Storage						
FY 2019	\$802,629.00	\$97,612.40	\$705,016.60			
Timeline:	storage for high-volu with Department of C	logy Unit has purchase me, unstructured data. General Services to ide o protect critical server	DFS will also work ntify an in-rack, fire			

Project: FR019C Capital Renovations DFS

Description: Redesign of the BSL-3 suite is essential and urgent in order to protect DFS, DC Health, and BioWatch personnel. Furthermore, it provides continuous testing of potentially dangerous microbes for public safety. Critical renovations to the BSL-3 includes the rabies laboratory, which needs to be expanded to ensure better workflow for increased testing volume.

Fiscal Year	Allotments	Spending	Balance	
FY 2019	\$250,000.00	\$42,110.00	\$207,890.00	
Timeline:	The rabies laboratory	expansion, and BSL-3	Suite redesign is	
	completed. DFS rece	ntly hosted an Open H	ouse for	
	stakeholders. DFS w	rill be working with DO	GS to assess the	
	vehicle elevator and identify potential solutions for replacement			
	due to the recurring instances of the elevator being out of			
	service. We are also looking at reviewing improvements to the			
	current facility security process identify a location that will			
	screen for packages e	entering the facility.		

Project: DC119C DFS Capital & IT Equipment

Description: DFS laboratory and IT equipment was purchased prior to the building opening in 2012 and until FY19, there was no capital replacement equipment plan. These funds will allow DFS to purchase additional radios for the Crime Scene Sciences, blood culture instruments for more accurate and rapid diagnosis of potential septicemia, comparison microscopes for firearms examination, an Air Science Chamber for latent fingerprint examination, a disk-based backup solution and digital storage, updates to instruments for automated extractions, and new equipment for the Public Health Laboratory to support improvements in workflow and shorter turnaround times.

Fiscal Year	Allotments	Spending	Balance
FY 2019	\$1,210,620.00	\$543,961.54	\$666,658.46
Timeline:	DFS has in procurement the following, crime scene sciences		
	radios working with OUC; Public Health Laboratory blood		
	culture instrument; nucleic acid extractor and liquid handler to		
	automate the extraction	on of DNA, which stre	amlines the process,



Project: DC119C DFS Capital & IT Equipment				
	creating great efficiencies; agency-wide network all-in-one			
	secured printer, scanner, copier machines to replace older model			
	printers; PHL automated extraction instruments thermal cycler;			
	and equipment for screening syringe residue for suspected			
	controlled substances			

Project: FLE19C- CSS Specialization Vehicles

Description: The crime scene specialized vehicle replacement is critical to the effectiveness of our Crime Scene Sciences response to a crime within the District. Originally this responsibility was provided by MPD. Since August 2016, DFS Crime Scene Sciences Division took over the role of collecting and transporting evidence from the crime scenes. These vehicles are used to transport evidence and maintain chain of custody from the time it is collected from the crime scene. The goal of DFS is to replace our vehicles at the optimal time to achieve greater productivity and lower costs. The vehicles are utilized by three shifts of Crime Scene Sciences ensuring coverage for 24 hours per day, seven days per week. This constant usage can greatly impact the useful life of each vehicle being used. The capital project will meet the Mayor's "Safer, Stronger DC" plan by strengthening tools and resources needed to investigate crimes in the District. Guidance was provided by the OCFO's Capital Asset Replacement Schedule to identify ideal vehicle lifecycle for replacing our vehicles.

Fiscal Year	Allotments	Spending	Balance
FY 2019	\$221,562.00	\$79,300	\$142,262.00
Timeline:	(transferred from MP	I and will replace two D), and purchase addite rease in staffing and so	tional vehicles to

10. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY18 and FY19, to date. For each, include a description of the need, the amount of funding requested, and whether the request was approved or denied.

DFS works with the Mayor's Office of Budget and Performance Management and the Deputy Mayor for Public Safety and Justice to develop its budget. The FY18 and FY19 agency budgets submitted as part of the Mayor's budget submissions reflect those efforts.

11. Please list, in chronological order, each reprogramming in FY18 and FY19, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount,



program and activity codes, rationale, and reprogramming number.

The following information was provided by the Agency Fiscal Officer.

	FY2018 Reprogramming Local				
Fund	Date	Soar Doc#	Description	Amount	
0100	2/5/2018	BJFRNS30	Reallocation of budget authority from DFS to ONSE	(\$300,000.00)	
0100	2/5/2018	BJFR0216	Reallocation of vacancy savings to needed NPS priorities	\$2,161,500.00	
0100	5/3/2018	BJCOLAFR	Allocation of budget to support impact of COLA	\$537,198.14	
0100	5/18/2018	BJFR1734	Allocation of Contingency Reserve funding	\$600,000.00	
0100	5/23/2018	BJFR0161	Reallocation of NPS funding which corrected an error from the 02/05/2018 reprogramming	\$161,000.00	
0100	6/26/2018	BJCOLACO	Correction by OBP/EOM of the amount of COLA support allocated to DFS	(\$29,277.10)	
0100	8/3/2018	BJSUPFR0	Reallocation of funding as required by the Fee 2018 Supplemental Budget Act	(\$400,000.00)	
0100	8/14/2018	BJFRCONT	Repayment of the Contingency Funding provided to the support agency operations	(\$600,000.00)	
0100	11/7/2018	BJFLREP8	Reallocation of year end funding to support Department of Correction local funding needs	(\$190,000)	

	FY2018 Reprogramming					
	Capital					
Fund	Fund Date Soar Doc# Description Amount					
0301	9/6/2018	BSP72418	Reallocation of project	(\$59,732.00)		
	budget from PAYGO					
			funding to bond funding			



0300	9/6/2018	BSP72418	Reallocation of project	\$59,732.04
			budget from PAYGO	
			funding to bond funding	

	FY2018 Reprogramming				
	Federal Grant				
Fund	Fund Date Soar Doc# Description Amount				
8200	2/21/2018	APDNA17N	Align budget with approved	\$112,203.00	
			grant budget		

	FY2018 Reprogramming				
		In	tra-District		
Fund	Date	Soar Doc#	Description	Amount	
0700	2/21/2018	AOELC181	Realign budget to MOU approved budget allocation for ELC18N/18	\$73,814.00	
0700	5/29/2018	APOVSJG1	Realign budget to MOU approved budget allocation for OVS18N/18	\$49,766.00	
0700	10/26/2018	APELCCOR	Align budget for ELC project with DC Health to the correct DFS project	\$210.820.00	

	FY2019 Reprogramming						
	Local						
Fund	Fund Date Soar Doc # Description Amount						
0100	11/15/2018	BJFR0486	Realign NPS budget to match	\$486,218.15			
	mission critical agency needs						

	FY2019 Reprogramming					
		Fe	ederal Grant			
Fund	Fund Date Soar Doc# Description Amount					
8200	11/17/2018	APDNA17F	Realign budget for	\$104,942.37		
	DNA17F/17 to match					
			approved grant award			

	FY2019 Reprogramming					
		Iı	ntra-District			
Fund	Date	Soar Doc#	Description	Amount		
0700	10/26/2018	APELC19C	Realign budget for	\$257,582.00		
	ELC19N/19 project to					
			approved MOU			



	FY2019 Reprogramming					
		Iı	ntra-District			
Fund	Date	Soar Doc#	Description	Amount		
0700	10/26/2018	APPHEP19	Realign budget for PHEP19N/19 project to approved MOU	\$17,289.00		
0700	1/24/2019	APOVS192	Align budget for OVS19N/19 to match MOU	\$232,491.70		

- 12. Please list each grant or sub-grant received or distributed by your agency in FY18 and FY19, to date. List the date, amount, source, purpose of the grant or sub-grant received or distributed, and amount expended.
 - a. How many FTEs are dependent on grant funding at your agency? 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?

DFS has 17 FTEs dependent on grant funding. The Crime Gun Intelligence Center (CGIC) grant was extended into FY19 and will expire on 9/30/2019. It currently funds two FTEs. The DNA Capacity Enhancement and Backlog program currently funds five FTEs. The Physical Evidence Recovery Kit Initiative program currently funds five FTEs. The Epidemiology and Laboratory Capacity initiative currently funds five FTEs.

	FY2018				
Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs
US DOJ	FY15 DNA Capacity Enhancement and Backlog Reduction Program	Reducing the backlog of forensic biology cases and improving laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	01/01/16 – 12/31/17	\$437,802	5
US DOJ	FY16 DNA Capacity Enhancement and Backlog Reduction Program	Reducing the backlog of forensic biology cases and improving laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	01/01/17 – 12/31/18	\$561,850	5



	FY2018					
Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs	
US DOJ	FY17 DNA Capacity Enhancement and Backlog Reduction Program	Reducing the backlog of forensic biology cases and improving laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	01/01/18 – 12/31/19	\$326,092	5	

	FY2018					
Sub- Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs	
MPD	FY17 DC Crime Intelligence Center Initiative Grant	Interagency collaboration focused on the immediate collection, management, and analysis of crime gun evidence, such as shell casings, in real time in an effort to identify shooters, disrupt criminal activity, and prevent future violence.	10/1/16- 9/30/18	\$571,441	2	
DOH	FY18 Public Health Emergency Program	Provide various Public Health activities and testing for CDC samples.	07/01/17- 06/30/18	\$340,000	0	
DOH	FY18 Epidemiology and Laboratory Capacity	Provide various Public Health activities and testing for CDC samples.	08/01/17- 07/31/18	\$210,820	0	
OVSJG	FY18 Perk Evidence Recovery Kit Initiative	Employ a total of three (3) Forensic Biologists to process Sexual Assault Kits in a timely manner to comply with D.C. Code 4-561.02(c) and SAVRAA.	10/01/17- 09/30/18	\$456,072	3	
OVSJG	FY17 Paul Coverdell Forensic Science Improvement Grant	Address latent fingerprints backlog	10/01/17- 09/30/18	\$25,918	0	



FY2019					
Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs
US DOJ	FY16 DNA Capacity Enhancement and Backlog Reduction Program	Reducing the backlog of forensic biology cases and improving laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	01/01/17 – 12/31/18	\$561,560	5
US DOJ	FY17 DNA Capacity Enhancement and Backlog Reduction Program	Reducing the backlog of forensic biology cases and improving laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	01/01/18 – 12/31/19	\$326,092	5
US DOJ	FY18 DNA Capacity Enhancement and Backlog Reduction CEBR Program	Reducing the backlog of biology cases and improving forensic laboratory efficiency by increasing laboratory capacity and reducing bottlenecks.	01/01/19- 12/31/20	\$444,052	5

	FY2019					
Sub- Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs	
MPD	FY17 DC Crime Intelligence Center Initiative Grant	Interagency collaboration focused on the immediate collection, management, and analysis of crime gun evidence, such as shell casings, in real time in an effort to identify shooters, disrupt criminal activity, and prevent future violence.	10/01/16- 09/30/19	\$265,505	2	
OVSJG	FY18 Perk Evidence Recovery Kit Initiative	Employ a total of three (3) Forensic Biologists to process Sexual Assault Kits in a timely manner to comply with	10/01/17- 09/30/18	\$456,072	3	



	FY2019				
Sub- Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs
		D.C. Code 4-561.02(c) and SAVRAA.			
OVSJG	FY19 OVSJG Consolidated RFA (PERK Grant)	Employ a total of three (3) Forensic Biologists to process Sexual Assault Kits in a timely manner to comply with D.C. Code 4-561.02(c) and SAVRAA.	10/01/2018- 09/30/2019	\$540,000	5
OVSJG	FY17 Paul Coverdell Forensic Science Improvement Grant	Address latent fingerprints backlog	Extended to 12/31/2018	\$25,918	0
OVSJG	FY18 Paul Coverdell Forensic Science Improvement Grant	Enhance capability in latent fingerprints	10/01/2018- 09/30/2019	\$135,980	0
DOH	FY18 Epidemiology and Laboratory Capacity	Provide various Public Health activities and testing for CDC samples.	08/01/2017- 07/31/2018	\$1,023,562	4
DOH	FY18 Epidemiology and Laboratory Capacity	Provide various Public Health activities and testing for CDC samples.	08/01/2018- 07/31/2019	\$884,750	5
DOH	FY19 CDC Opioid Program	Provide various Opioid surveillance testing	10/01/2018- 09/30/2019	\$1,070,314	0
OVSJG	FY19 OVSJG Consolidated RFA (PERK Grant)	Employ a total of five (5) Forensic Biologists to process Sexual Assault Kits in a timely manner to comply with D.C. Code 4-561.02(c) and SAVRAA.	10/01/2018- 09/30/2019	\$540,000	5
DOH	FY19 Public Health Emergency Preparedness Grant PHEP19N/19	Provide various Public Health activities and testing for CDC samples.	07/01/2018- 06/30/2019	\$340,000	0



- 13. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by the agency during FY18 and FY19, 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 spent;
 - d. The term of the contract;
 - e. Whether the contract was competitively bid;
 - f. The name of the agency's contract monitor and the results of any monitoring activity; and
 - g. The funding source.

Please see Attachment C

14. 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.

Anderson Forrester, et al v. District of Columbia, et al, Civil Action No. 2018-CA-003439 M – Civil case in which plaintiffs claim damages from the results of an incorrect Zika test resulting in a live birth. The plaintiff-mother took a Zika test early in her pregnancy and was told she was Zika negative. She was notified one month prior to the plaintiff-child's birth of different results. The plaintiff-child has no diagnosed effects of Zika but has to undergo testing and ongoing monitoring. The plaintiffs claim negligence and intentional infliction of emotional distress. The litigation is being handled by the Office of the Attorney General (OAG) and is past the motion to dismiss phase moving toward summary judgment.

15. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, 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.).

In FY18-19 to date, DFS settled the following case:

Clinton Hall v. Department of Forensic Sciences, OEA Matter No. 1601-0015-17 – Former employee suing for wrongful termination due to the failure to pass a proficiency test. The District



settled the case for \$167,143.52 in back pay to the employee and a resignation in lieu of termination.

16. Please list the administrative complaints or grievances that the agency received in FY18 and FY19, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution.

Source	Number of Inquiries	Number of Complaints
Metropolitan Police Department	2	0
Public Defender Service	1	0
ANSI National Accreditation Board	0	2
United States Attorney's Office	1	0
Public	2	0
Total (October 2017 – January 2019)	6	2

Two complaints were received by our ISO 17025 accrediting body, ANAB. Complaints originated from two prior DFS employees. One complaint alleged that the LIMS system utilized by the DFS did not meet the requirements of accreditation. The second complaint alleged that DFS did not follow protocol regarding the re-examination of a specific case. ANAB conducted investigations into the allegations of the complaints and determined them to be "unfounded."

As there appeared to be questions from the prior employees as to the clarity of the DFS policies and procedures, Q-CARS to address those issues were initiated with action steps involving clarification of "re-examination" within the Forensic Science Laboratory (FSL) Operations Manual 01, FSL Quality Assurance Manual, and Firearms Examination Unit SOP02.

The Agency had 2 administrative grievances in FY18 and one to date in FY19:

- 1. NAGE R3-09 filed a group grievance on May 1, 2018 regarding career ladder promotions. It was withdrawn on May 10, 2018, and the parties reached a resolution outside of the grievance process. Pursuant to an agreement with the City Administrator, affected employees were promoted September 14, 2018 (backdated to February 4, 2018).
- 2. NAGE R3-09 filed a grievance on October 15, 2018 regarding union representatives being treated fairly in the workplace. Resolved by a workplace investigation and an employment action.
- 3. NAGE R3-09 filed a grievance on November 1, 2018 regarding the improper issuance of a Letter of Admonition to an employee. By written agreement, the parties changed the Letter of Admonition to a Letter of Reprimand. The parties also agreed to treat official verbal counseling/verbal warnings in accordance with DPM Chapter 16 rather than the Collective Bargaining Agreement (CBA), which treats them more severely.



17. Please list and describe any complaints or allegations of sexual harassment or other forms of sexual misconduct received by the agency in FY18 and FY19, to date, whether or not those complaints or allegations were resolved.

DFS follows the Mayor's Order 2017-313 and the Office of Human Rights (OHR) guidelines for investigating allegations of sexual harassment or misconduct committed by or against its employees. DFS had two reported instances in in FY18 and FY19 to date.

On or about Wednesday, July 18, 2018, Employee reached out to the Sexual Harassment Officer (SHO) and General Counsel (GC) of the DFS via email. On the following day, Employee met with DFS SHO/GC and made a complaint regarding a sexually offensive comment made by a coworker. DFS SHO/GC, along with attorney-advisor, met with every member of the Unit to include the Alleged Harasser within the next week. The Alleged Harasser understood the nature and severity of the issue and was apologetic. Based upon the DFS SHO/GC's investigation, it has been concluded that the allegation of sexual harassment has merit and is substantiated. As a preventative action, Alleged Harasser was verbally counseled and referred to relevant sexual harassment training on September 5, 2018 and the matter was formally closed.

On or about Thursday, September 13, 2018, Employee A reached out to the DFS SHO/GC and made a complaint regarding a possible "Paramour Preference" leading to a hostile work environment. The individual reported that Employee B and Employee C appeared to have a relationship that led to favoritism toward the Employee C in working conditions and possible breaches of confidentiality regarding three other employees' information. DFS SHO/GC met with the four complainants as well as the Unit Manager, Employee B, and Employee C. Based upon the DFS SHO/GC's investigation, it was concluded that the allegation is without merit and unsubstantiated. As a preventative measure, Employee B and Employee C were verbally counseled separately, and the matter was formally closed.

18. Please list and describe any ongoing investigations, audits, or reports on or of the agency, or any investigations, studies, audits, or reports on the agency that were completed in FY18 and FY19, to date.

FY2018					
Investigative	Description	Status			
Entity					
ANSI-ASQ	The Forensic Chemistry Unit	All non-conformities were addressed			
National	(FCU) underwent a pre-	through the DFS Corrective Action			
Accreditation	assessment/gap analysis in	Response process prior to the actual			
Board (ANAB)	November 2017 for compliance	accreditation inspection.			
/ISO/IEC	with ISO 17025 standards. This is				
17025:2005	not a required audit, but one that				
Standard	the DFS requested through				



	FY2018					
Investigative Entity	Description	Status				
	ANAB. There were seven non-conformities noted in the preassessment.					
ANSI-ASQ National Accreditation Board (ANAB) /ISO/IEC 17025:2005 Standard	The FCU underwent a 2018 on-site surveillance audit on January 8 – 10, 2018. The audit was performed by our accrediting body, ANAB. There was one non-conformity observed and corrected through the DFS Corrective Action Response process.	The FCU received accreditation on February 6, 2018 with certification awarded February 13, 2018 for examination of <i>Qualitative Unknown Controlled Substances</i> .				
ANSI-ASQ National Accreditation Board (ANAB) /ISO/IEC 17025:2005 Standard	The Digital Evidence Unit (DEU) underwent a pre-assessment/gap analysis in May 2018 for compliance with ISO 17025 standards. This is not a required audit, but one that the DFS requested through ANAB. There were two non-conformities noted in the pre-assessment.	All non-conformities were addressed through the DFS Corrective Action Response process prior to the actual accreditation inspection.				
ANSI-ASQ National Accreditation Board (ANAB) /ISO/IEC 17025:2005 Standard	From August 27-30, ANAB auditors performed an on-site reaccreditation inspection of the Firearms Examination Unit (FEU), Latent Fingerprint Unit (LFU), FCU, and Forensic Biology Unit (FBU) against ISO17025 international accreditation standards. They also performed an initial inspection of the DEU and the FCU for "Quantitative Measurement Controlled Substances (heroin only)". There were five minor nonconformities that were corrected through the DFS Corrective Action Response process.	Official notification of renewal of accreditation for FEU, LFU, and FBU and initial accreditation of DEU and FCU in "Quantitative Measurement Controlled Substance" was received from ANAB November 27, 2018. Note: the FCU scope expansion accreditation for "Quantitative Measurement Controlled Substances (heroin only)" was originally awarded earlier – on 10/2/18- as they did not have any nonconformities noted in the inspection for that unit.				



	FY2018				
Investigative Entity	Description	Status			
Federal Bureau of Investigations (FBI) Quality Assurance Standards	The FBU underwent an on-site FBI Quality Assurance Standards Audit August 27-30, 2018. The audit was performed by our accrediting body, ANAB. There were no findings observed during the audit, making this the third consecutive year the FBU was externally audited with no findings of non-conformity.	ANAB QAS Audit Completed, August 27-30, 2017. Final completion letter (from the FBI) dated October 18, 2018.			
Centers for Medicare and Medicaid (CMS), Clinical Laboratory Improvement Amendments (CLIA)	The Public Health Laboratory (PHL) underwent an annual inspection by CMS May 16-17, 2018. One deficiency was noted and addressed through the DFS Corrective Action Response process.	Recertified June 13, 2018.			
Centers for Disease Control and Prevention (CDC) Division of Select Agents and Toxins (DSAT)	The PHL underwent an unannounced verification inspection by CDC July 10 – 11, 2018.	Continued acceptance received September 2018.			
DFS Risk Management	11 incidents (Eight injuries and three property incidents)	Three incidents resulted in Worker's Comp Reported Issues. Two incidents were reported to Tort Liability. The remaining six incidents resulted with minor first aid provided.			
DOEE	Hazmat Inspection	Inspection complete. No issues noted.			



	FY2018				
Investigative Entity	Description	Status			
DC Auditor	On May 22, 2018, the DC Auditor released the report of its investigation into the use of overtime by several DC Government agencies including DFS. This followed a very cooperative and transparent relationship with the audit team over several months and several requests for data and information regarding the agency's practices and use of overtime. Prior to the commencement of the audit, DFS had implemented controls to ensure that overtime was appropriately authorized and in compliance with DHR policies. This included, for example, a SharePoint module that allowed for the recording of overtime by employees and approval by their supervisor. This system allows for the efficient reconciliation between approved and paid overtime and was commended by the DC Auditor.	Several recommendations were made by the DC Auditor that pertain to DFS. DFS should maintain a comprehensive recruitment strategy that assesses the barriers to achieving a full staff complement (such as availability of qualified individuals, visibility of job postings, etc.) and identifies solutions that allow the agency to staff up fully by the close of FY18 (September 30, 2018). DFS should regularly assess personnel needs with respect to ongoing changes in the agency's mission or caseload and ensure that the agency's annual budget submission reflects the FTE levels necessary to minimize the need for overtime. DFS should continue its efforts to strengthen internal controls requiring reconciliation between approved overtime and time entered into PeopleSoft for payment and ensure managers comply with those controls. DFS regularly reports on progress towards the recommendations to the DC Auditor on request.			
Department of Forensic Sciences	Former employee filed a complaint with OHR for wrongful termination	Settlement agreement reached after mediation on 4/9/2018 – resignation in lieu of termination.			

FY2019			
Investigative Entity	Description	Status	
DFS Risk	Five incidents (two injuries and	Two incidents resulted in Worker's	
Management	three property incidents)	Comp Reported Issues. Three	
		incidents were reported to Tort	
		Liability.	



19. Please describe any spending pressures the agency experienced in FY18 and any anticipated spending pressures for the remainder of FY19. Include a description of the pressure and the estimated amount. If the spending pressure was in FY18, describe how it was resolved, and if the spending pressure is in FY19, describe any proposed solutions.

Unexpectedly on April 2, 2018, DFS learned that \$1,000,000 was cut from our FY2018 budget. This reduction was made in error, and the Administration and Council assisted in addressing this mistake over a period of several months. Ultimately, \$600,000 was restored first through Contingency funding, and then swapped out when Council approved Supplemental funding legislation. DFS will work with the Mayor's Office of Budget and Performance to address any spending pressures that may arise during FY19.

20. Please provide a copy of the agency's FY18 performance plan. Please explain which performance plan objectives were completed in FY18 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Please see attachment D for a copy of the FY18 performance plan and performance accountability report.

21. Please provide a copy of your agency's FY19 performance plan as submitted to the Office of the City Administrator.

Please see Attachment E.

22. Please describe any regulations promulgated by the agency in FY18 or FY19, to date, and the status of each.

In FY18, the agency moved to publish its "Proposed Rulemaking for the Science Advisory Board" after its comment period. After a roundtable discussion with Councilmember Charles Allen, the Rulemaking was passively approved by Council on December 7, 2018. The Notice of Final Rulemaking will be published on March 1, 2019 with the assistance and cooperation of the Office of Documents and Administrative Issuances (ODAI).



23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or for which it contracted in FY18 and FY19, 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.

FY18			
Title	Purpose		
Sexual Assault Kit Study	The Districts' Sexual Assault Victims' Rights Act was established in 2014 to provide services to sexual assault victims. DFS is required to process all sexual assault forensic examination kits within 90 days from the date of receipt. In FY17, DFS began analyzing all sexual assault kits received and testing results to develop best practices and help modify current practices. The study is still in progress. The analysis is looking at approximately 100 raw data points for more than 180 cases that included Physical Evidence Recovery Kit (PERK) collection by a Sexual Assault Nurse Examiner (SANE). Approximately 54% of the cases have been examined to this point. Once the analysis is completed a copy will be submitted. Expected completion mid-April 2019.		
The Moss Group	DFS sought the expertise of a consulting firm to provide a baseline assessment of the current cultural norms of the agency, assist executive leadership in understanding organizational patterns that impact the success of the agency, and provide a path forward through leadership focused training that aligns employees to the mission of the agency and of the District. The Moss Group provided initial recommendations and under review, and the report is not finalized yet.		
"The Recognition of Latent Impressions for the Recording of Corresponding Exemplar Detail"	LFU Technical Lead Scientist Andrew Reitnauer wrote up a technical note entitled, "The Recognition of Latent Impressions for the Recording of Corresponding Exemplar Detail", on the recognition of various areas of friction ridge detail by examiners and crime scene responder's collection exemplar (known) impressions to ensure a thorough examination.		



FY18			
Title	Purpose		
Next Generation Sequencing (NGS) Study	FBU initiated a contract with Verogen to validate and implement Next Generation Sequencing (NGS). The goal of this partnership is to use powerful DNA technology to both continue current capabilities and also provide bioancestry and phenotypic information to investigators. This project builds on the 2017 submission to the FBI for consideration to approve this technology for use in the National DNA Index System (NDIS). As the FBI is expected to move towards approval in early 2019, by initiating this contract, the FBU is poised to be the first crime laboratory in the US to fully implement NGS on criminal casework.		
Resiliency of the Blood Dilution Control Strips Study	Quality Assurance conducted a study on resiliency of the blood dilution control strips in CSS. The strips are used as a test for positive/negative controls for blood enhancement reagents. Control strips were being made annually and stored in a freezer. The purpose of this project was to determine if the sensitivity/integrity of the control strips would be maintained if the strips were stored in crime scene vehicles where the temperatures are subject to fluctuations. In this twenty week study, using variables of controlled and non-controlled environmental conditions, the blood dilution control strips performed adequately without a reduction in sensitivity for the testing methods. There were no observable difference regarding the expired and non-expired Hemastix. The limit of reliable detection using the blood control strips, as described using the wet swab transfer method for the Hemastix was a dilution factor of 1:1,000. The limit of reliable detection using Leuco Crystal Violet was a dilution factor of 1:10,000. In conclusion, blood control strips can be stored in crime scene response vehicles without deleterious effects as long as the reagent meets the minimum threshold of a dilution factor of 1:1,000.		
"Epidemiological Characteristics and Laboratory Findings of Zika Virus Cases in New York City "in Vector-Borne and Zoonotic Diseases	of a dilution factor of 1:1,000. An outbreak of Zika virus (ZIKV) began in May 2015 in Brazil and rapidly spread throughout the Americas; New York City (NYC) has a diverse population with approximately1.8 million residents who were born in ZIKV-affected areas. Before July 24, 2017, the Centers for Disease Control and Prevention (CDC) ZIKV testing recommendations included nucleic acid amplification-based tests for serum and urine specimens collected ≤14 days of illness onset or last potential exposure, and ZIKV immunoglobulin M (IgM) assay when ZIKV RNA is not detected or for specimens collected within 2−12 weeks of illness onset or last potential exposure, followed by a plaque reduction neutralization test (PRNT). However, the New York public health laboratories and commercial laboratories tested specimens collected beyond these time frames. Link: https://doi.org/10.1089/vbz.2017.2223		



FY18			
Title	Purpose		
"Correlation of treponemal immunoassay signal strength values with reactivity of confirmatory treponemal testing" in <i>Journal of Clinical Microbiology</i> , by Public Health Laboratory Director Anthony Tran, et al.	Automated treponemal immunoassays are used for syphilis screening with the reverse-sequence algorithm; discordant results (e.g., enzyme immunoassay [EIA] reactive and reactive plasma reagent [RPR] nonreactive) are resolved with a second treponemal test. We conducted a study to determine automated immunoassay signal strength values consistently correlating with reactive confirmatory treponemal testing. A cross-sectional analysis of four automated immunoassays (BioPlex 2200 microbead immunoassay [MBIA], Liaison chemiluminescence immunoassay [CIA], Advia-Centaur CIA, and Trep-Sure EIA) and three manual assays (Treponema pallidum particle agglutination [TP-PA], fluorescent treponemal antibody absorption [FTA-ABS] test, and Inno-LIA line immunoassay) was conducted at the end. A comparison was made of signal strength values of automated immunoassays and positive and negative agreement. Link: https://doi.org/10.1128/JCM.01165-17		
"Legionnaires' Disease Outbreak Caused by Endemic Strain of Legionella pneumophila, New York, New York, USA, 2015 in Emerging Infectious Diseases, by Public Health Laboratory Director Anthony Tran, et al.	During the summer of 2015, New York, New York, USA, had one of the largest and deadliest outbreaks of Legionnaires' disease in the history of the United States. A total of 138 cases and 16 deaths were linked to a single cooling tower in the South Bronx. Analysis of environmental samples and clinical isolates showed that sporadic cases of legionellosis before, during, and after the outbreak could be traced to a slowly evolving, single-ancestor strain. Detection of an ostensibly virulent <i>Legionella</i> strain endemic to the Bronx community suggests potential risk for future cases of legionellosis in the area. The genetic homogeneity of the <i>Legionella</i> population in this area might complicate investigations and interpretations of future outbreaks of Legionnaires' disease. Link: https://dx.doi.org/10.3201/eid2311.170308		
"Safety and accuracy of matrix-assisted laser desorption ionization-time of flight mass spectrometry for identification of highly pathogenic organisms" in <i>Journal of Clinical Microbiology</i> , by Public Health	PHL Director Anthony Tran and colleagues wrote an article about: Matrix-assisted laser desorption ionization—time of flight mass spectrometry (MALDI-TOF MS) sample preparation methods, including the direct, on-plate formic acid, and ethanol/formic acid tube extraction methods, were evaluated for their ability to render highly pathogenic organisms nonviable and safe for handling in a biosafety level 2 laboratory. Of these, the tube extraction procedure was the most successful, with none of the tested strains surviving this sample preparation method. Tube extracts from several agents of bioterrorism and their near neighbors were analyzed in an eight-laboratory study to examine the utility of the Bruker Biotyper and Vitek MS MALDI-TOF MS systems and their <i>in vitro</i> diagnostic (IVD), research-use-only, and Security-Relevant databases, as applicable, to accurately identify these		



Laboratory Director Anthony Tran, et al.	agents. Forty-six distinct strains of Bacillus anthracis, Yersinia pestis, Francisella tularensis, Burkholderia mallei, Burkholderia pseudomallei, Clostridium botulinum, Brucella melitensis, Brucella abortus, Brucella suis, and Brucella canis were extracted and distributed to participating laboratories for analysis. A total of 35 near-neighbor isolates were also analyzed. Link: https://doi.org/10.1128/JCM.01023-17
Cell Culture Isolation and identification of Arboviruses Circulating in the Mosquito Population of the District	PHL observed cytopathic effect in Vero cells inoculated with Psorophora species of mosquito found in the District. It was tested negative by RT-PCR but confirmed as West Nile Virus by sequencing at CDC. The isolate DC-343 sequence is uploaded to GenBank. This has never been found in DC before. The results will help to determine the use of open-ended cell culture approach for Isolation and identification of potential arboviruses in the District.
Nanomaterials in Clinical Specimens	Development of an analytical method for measuring nanomaterials in clinical specimens for biomonitoring. Creating method to accurately characterize nanoparticles via SP-ICP-MS.
Does the District see Rat Poison (Brodifacoum) in K2 Samples?	Developed method to see Brodifacoum (GC-MS), generated simulants with "K2"seen in the District. Optimized parameters for detection of rat poison by GCMS. Submitted proposal to AAFS.
Forensic Chemistry Unit Intel Briefs	FCU Reports out to District and Federal partners on newly discovered drugs, including supporting intel.
Comparison of InBios, Chembio, and DiaSorin Zika IgM assay with CDC Zika MAC-ELISA	The results will help to determine the most sensitive and specific algorithm for determination of Zika virus infection. The research findings will be published.

FY2019			
Title	Purpose		
Annual Report FY17	Statutory required report on the activities of the agency		
Forensic Intelligence	This study was completed in FY19. DFS developed methods to analyze		
Impact Study	data from Stakeholders and Forensic Science Laboratory units. The		
	study helped determine the overall criminal justice impact from DFS		
	fingerprint, firearms, and DNA evidence examinations. In addition, the		
	study determined overall utility and outcomes to investigations in the		
	District from hits/and or associations from forensic intelligence		
	databases such as AFIS, CODIS, and NIBIN.		



24. Please separately list each employee whose salary was \$100,000 or more in FY18 and FY19, 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.

Please see Attachment F

25. Please list in descending order the top 25 overtime earners in your agency in FY18 and FY19, 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 Attachment G

26. For FY18 and FY19, 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.

Please see information provided by the Agency Fiscal Officer.

FY18 Employees with Special Pay				
Employee Name	Position Title	Special Pay Amount	Justification	
Tran, Anthony	Public Health	\$11,083.54	Hiring Bonus paid	
	Laboratory		over the span of two	
	Director		years.	
Kelly, Troy	Associate	\$426.29	Hiring Bonus paid to	
	Director, Crime		date.	
	Scene		Employee is no	
			longer with the	
			agency.	

FY19 Employees with Special Pay				
Employee Name Position Title Special Pay Amount Justification				
None				



27. Please provide each collective bargaining agreement that is currently in effect, and differs from that submitted last year, 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.

DFS currently has four collective bargaining agreements that are currently in effect for agency employees. Three are the same as the documents we submitted last year:

- CBA between DC and AFGE (Original Duration FY1988-1990. Renewed annually in September): Applies to some Public Health Laboratory employees. (SAME)
- CBA between DC and NAGE (Original Duration March 8, 2007-September 30, 2010. Renewed for 3 year periods-next expiration is September 30, 2019): Applies to most Forensic Science Laboratory and Crime Scene Sciences Division employees. (SAME)
- CBA between DC and SEIU (Effective September 2017): Applies to the Public Health Laboratory's professional employees, such as chemists. (SAME)
- Compensation CBA between DC and Compensation Units 1 and 2 (Effective October 1, 2017-September 30, 2021): Applies to AFGE and NAGE Union Employees. (NEW; ATTACHED as Attachment H)

DFS is currently in the process of collective bargaining with the following organizations below:

- CBA between DC and NAGE Bargaining is complete, and the parties are currently at an impasse on one article to reach a new agreement. The new CBA's anticipated completion is pending the impasse process.
- 28. If there are any boards or commissions 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.

The Department of Forensic Sciences currently has a Science Advisory Board meeting on a quarterly basis. The Board comprises nine external members plus two ex-officio members (the DFS Director and Deputy Director). Below is the list of the board members:

Science Advisory Board (SAB)				
Name	Confirmation date	Term	Ward of residence	Meeting Attendance (6 Total)
Bumpus, Namadje	10-31-2016	04-18-2019	Ward 7	4
Gittelson, Simone	03-05-2016	11-25-2020	Australia Resident	6
Jones, John Paul	05-08-2017	04-18-2019	Virginia Resident	4



Science Advisory Board (SAB)				
Name	Confirmation date	Term	Ward of residence	Meeting Attendance (6 Total)
Jordan, Jeanne	10-31-2016	04-18-2019	Ward 2	5
Marone, Peter	04-24-2015	04-18-2020	South Carolina Resident	6
O'Neil, Danielle	05-08-2017	04-18-2019	Maryland Resident	6
Pentella, Michael	05-08-2017	04-18-2020	Iowa Resident	4
Thompson, Robert	09-25-2017	04-18-2021	Virginia Resident	4
Grosshandler, William (replaced by Mike Pentella 10/27/2017)	05-02-2013	11-25-2017	Maryland resident	1
Wilcke, Burton (replaced by Robert Thompson 9/15/2017)	03-06-2016	11-25-2017	Vermont Resident	1
Fidelia-Lambert, Marie (Vacancy to be filled by MOTA)	10-31-2016	Resigned as of 10-29-2018	Maryland Resident	2
Smith, Jenifer*			Ward 6	5
Graham, Brittany*			Maryland Resident	6

^{*}Agency Director Jenifer Smith and Deputy Director Brittany Graham serve as ex officio non-voting members of the board.

29. 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.).

The DFS has two reporting requirements. The first is "an annual report on the activities of the Department, which shall be submitted to the Mayor and the Council and made available to the public in February of each year." This report was completed for FY17 and is in the production phase for FY18.

The second reporting requirement comes from the Sexual Assault Victims' Rights Amendment Act of 2013 and requires inclusion in the annual report "the number of sexual assault forensic



examination kits received from the MPD and the number of sexual assault forensic examination kits processed by the DFS, including the time it took for each kit to be processed." Pursuant to DC Code 4-561.02, the DFS is mandated to process all sexual assault forensic examination kits within 90 days from the date of receipt from MPD. DFS received and processed 268 sexual assault kits in FY18. The average turnaround time for testing was 65 days as of February 14, 2019.

Agency Operations

30. Please describe any initiatives that the agency implemented in FY18 or FY19, 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.

• Workers' Comp Training for Managers

Workers' Compensation Training was provided for all managers/supervisors at DFS. Training reviewed the internal procedures for reporting an incident at DFS, and then the process to report a workers' comp injury to ORM and third party CORVEL, which results in obtaining a claim number. The review involved paperwork required, necessary timelines, and procedures for the injured party to return to work. The training is expected to help supervisors understand the process for submitting initial claim request to the Office of Risk Management.

• DFS Overtime (Sharepoint)

A large proportion of DFS work is in response to incidents in which the scientists aim to respond in the shortest time possible while conducting a thorough examination and testing. Although our crime scene scientists work on shifts to provide a 24/7 capability, some incidents take place toward the end of a shift and carry over into the next shift. Best practice is for crime scene scientists to continue working past their scheduled end of shift in these circumstances. In addition, other capabilities within DFS also respond to urgent incidents or issues necessitating the use of overtime. DFS good business practice ensures that overtime is authorized prior to it being worked. To manage pre-authorization process, DFS constructed an overtime pre-authorization module in SharePoint in order to request, authorize, and memorialize all overtime worked. The SharePoint Overtime Module addresses the issues raised by the Auditor of the District of Columbia. DFS continues to monitor compliance of estimated overtime hours pre-authorized.

DFS Interview Pool

In FY18, DFS implemented the DFS Interview Pool to streamline the interview process. The interview pool consists of a group of employees identified through various methods to assist with interviews. The selection process for interview panels is based on interview history, grade series, diversity, and job knowledge. This initiative has assisted DFS in identifying panel members quickly and assisted with the hiring of a diverse workforce reflecting 40 new employees in FY18.



• DFS and OCME Joint Training

On December 12, 2018, DFS and OCME held a joint training for 200 employees at the Arena Stage. Topics included "Mass Fatality Preparedness, Lessons Learned from the Las Vegas Massacre", presented by John Fudenberg; "A retrospective on the Human Remains Discoveries at Wayne Place," presented by Dr. Jennifer Love; an OCME Panel on "Opioid Epidemic in the District," with DFS's Dr. Luke Short, MPD's Sgt. Alvin, and OCME's Dr. Chirkarlo Leak, moderated by WRTAC's Jennifer Del Toro; and a "Fireside Chat" on professional development and leadership with Armstrong Williams, hosted by OCME's Dr. Roger Mitchell.

• Labor Management Forum

DFS continues to hold monthly meetings with representatives from NAGE Labor Union and an independent third-party mediator. These meetings are used to provide guidance on employee and management issues. This forum does not replace the grievance or DFS negotiation process.

COOP Plan and Exercise

DFS participated in the Homeland Security and Emergency Management Agency (HSEMA) National Level Exercise in April 2018. DFS worked in conjunction with the other tenants in the Consolidated Forensics Laboratory; Protective Services Division, Department of General Services, and Office of Chief Medical Examiner. The event was successful. In addition, DFS has implemented quarterly testing of the Everbridge Notification System to all employees in the event of an emergency. Testing has been successful. COOP Plan is updated at a minimum, annually, and Everbridge Notification System is updated as needed.

31. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY19. How did the agency address its top priorities listed for this question last year?

FY19 Five Priorities:

1. Establish a Controlled Substance and Opioid Surveillance Program in the Public Health Laboratory

The Forensic Chemistry Unit (FCU) will establish a controlled substance and opioid surveillance program for the District. FCU will work with the DFS Forensic Technology Unit (FTU) to establish a reporting mechanism to summarize the monthly testing results. Additionally, a report will be created that highlights trends and emerging drugs. Routine monthly results will be provided to District stakeholders for all submitted tests. DFS will collaborate with MPD to undertake drug surveillance on additional samples submitted to the FCU.



2. Expanded Sexually Transmitted Disease Testing Capabilities and Capacity in the Public Health Laboratory (PHL)

PHL will expand testing beyond gonorrhea susceptibility to include the molecular detection of chlamydia, gonorrhea, and Trichomonas; and the serological testing for syphilis from high-risk individuals in the District. This goal will allow DC Health to better surveil STD trends in the District. This will also assist in reducing the cost of outsourced testing and improve turnaround time for reporting results. PHL will follow the Centers for Disease Control and Prevention (CDC) testing recommendations to ensure accurate, reliable, and prompt results to help improve patient care.

3. Develop Firearms Curriculum in Partnership with the University of the District of Columbia

DFS will develop a forensic firearms minor curriculum in partnership with the University of the District of Columbia (UDC). This initiative is aligned with the Mayor's efforts to create pathways to the middle class by encouraging DC residents to learn about the unique benefits, education, learning modalities, and various degrees and certificates offered through university partners. It will be the first forensic minor program offered at UDC.

4. Strengthening capabilities in Forensic Science Laboratory

Forensic Science Laboratory will strengthen existing capabilities in ballistics and cartridge casings examination, and latent fingerprint examination.

• Evaluation of FSL Leeds Evo-Finder Automated Ballistic Identification System
Firearms Examination Unit (FEU) will evaluate and explore workflow applications for the
Leeds Evo-Finder Automated Ballistic Identification System. This system is a scanning
device that generates digital images of bullets and cartridge cases in both 2-dimensional
and 3-dimensional formats for examination, comparison, and correlative searches within
existing databases. It will also provide a means by which analysts can report reliable,
repeatable and timely objective conclusions aided by validated instrumentation.

• *Implementation of Mideo LatentWorks*

The Latent Fingerprint Unit (LFU) will restructure the digital imaging workflow in the latent print processing laboratory to implement Mideo LatentWorks. It will become the primary imaging database and latent examination mechanism for violent offenses and include the direct upload of evidentiary images to the Mideo platform. LFU will also transition the latent print examiner training program into the Mideo CaseWorks platform to electronically track milestones and progress as new examiners are assessed for competency in preparation to conduct independent case work.

5. Expanding capabilities in Forensic Science Laboratory

Forensic Science Laboratory will expand capabilities in DNA testing and crash data analyses.

Establish NGS Capabilities for Missing Persons Identification and Casework



The Forensic Biology Unit (FBU) will establish Next Generation Sequencing (NGS) using a commercially available platform for use in the identification of Missing Persons and selected casework. The FBU will partner with outside contractors to establish and implement NGS in an effort to improve the agency's DNA testing capabilities for the District of Columbia. As the FBI is expected to move towards approval of the NGS technology for use of the National DNA Index System (NDIS) in early 2019, by initiating this contract, the FBU is poised to be the first crime laboratory in the US to fully implement NGS on criminal casework.

• Crash Data Recovery Technology

The Digital Evidence Unit (DEU) will implement Crash Data Recovery technology. This technology will allow the DEU to extract the event data from vehicles such as the speed during impact, deployment of seatbelts, and navigation, in addition to the existing capabilities of infotainment and telematics information. The DEU will define the work flow, develop written policies and procedures, and competency measures in accordance with accreditation guidelines.

FY18 Five Priorities Update:

1. Maintain the Public Health Laboratory LRN & Operational Rabies Laboratory

The PHL, in conjunction with DC Health, has been working diligently on increasing the number of samples provided for influenza and foodborne outbreak samples that are sent to the PHL for testing. There was an increase of over 1,100 percent (from 70 to 815 samples) between FY17 to FY18 for influenza submissions. Rabies testing continues to be a top priority of the DFS PHL and renovation of the BSL-3 to accommodate the Rabies laboratory started in FY18. Performing the sample preparation and testing in the same laboratory will allow for our turn-around time (TAT) to decrease, thus getting results to DC Health faster so that critical life-saving prophylaxis decisions can be made. In FY18, the DFS PHL began preparations to test gonorrhea samples from the DC Health and Wellness Center. This is part of a CDC-funded program to surveil for drug resistant gonorrhea. Plans for FY19 include conducting antimicrobial susceptibility testing in the DFS PHL to provide much more rapid results to DC Health on potential treatment failures. Also during FY19, the DFS PHL will add a rapid molecular chlamydia and gonorrhea test. Testing for bioterrorism (BT) and chemical terrorism (CT) is coordinated with the FBI weapons of mass destruction (WMD) unit. The DFS PHL mostly receives environmental samples from the FBI that are screened for BT agents, such as anthrax or ricin. In FY18, the DC PHL received a record 68 samples for testing, and all were reported within 24 hours. PHL received 11 samples for BT in FY17, an increase of over 600 percent. The CT program is on constant notice and performs proficiency tests and surge exercises each year as required by the CDC. These included 10 clinical samples for nerve agent testing, 40 clinical samples for CT surge testing of toxic metals, and 200 clinical samples for surge shipping, all of which were completed within 24 hours. Additionally, the CT program is validated to perform testing on nine out of 12 CT agents.



2. Develop and Implement Digital Storage

A flash storage was purchased to increase and implement a high capacity online storage. In addition, the Forensic Technology Unit has purchased digital evidence storage for high-volume, unstructured data. DFS will also work with DGS to identify an in-rack, fire suppression system to protect critical servers. The new Chief Information Officer for DFS will implement phase two of this project and complete it in FY19.

3. Establish the Forensic Chemistry Unit

This was completed in FY18, the Public Health Laboratory has assumed responsibility for working DC cases from the Drug Enforcement Administration. The Forensic Chemistry Unit received ISO 17025 Laboratory Accreditation in FY18.

4. STaCS DNA

In FY18, the Forensic Biology Unit (FBU) increased the current version of STaCS DNA software to track 5,000 samples annually as needed, which is an increase of 2,000 samples. STaCS DNA is the critical LIMS program used in FBU for processing and tracking of all samples within the lab, for tracking critical reagents, cataloguing lot numbers and capturing the status of critical equipment. This was necessary to continue to provide essential core services for District and Federal agencies by analyzing biological evidence collected at crime scenes.

5. Recruit and retain Firearms Examiners

DFS completed research on current retention programs and existing incentives offered to agencies under the Public Safety and Justice Cluster. DFS met with DCHR to address overall recruitment challenges and used the feedback to fine tune the data and presentation of the Firearms Retention Plan. DFS then met with DCHR to present the research on the Firearms retention plan. DCHR has made some recommendations for employee retention strategies and agreed to further research on the feasibility of these recommendations. DFS is working with DCHR and the Office of the City Administrator to refine these proposals.

32. Please list each new program implemented by the agency during FY18 and FY19, 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.

Forensic Chemistry Unit

The Forensic Chemistry Unit (FCU) was established within DFS to receive, process, and track forensic requests for examination of drug evidence in submitted samples. The Drug Enforcement Administration (DEA) will transition the responsibility of analyzing controlled substances to DFS. We will be able to test synthetic cannabinoids and other street drugs. FCU has been funded



with \$198,178 for material and laboratory purchases. In FY17, FCU hired one Lead Chemist. In FY18, FCU hired three Chemists.

DEA indicated that they would not be able to support analysis of evidentiary controlled substances for the District of Columbia beginning in calendar year 2018. DFS had to implement a forensic chemistry capability to support all controlled substance investigations. The FCU performed analyses on 21 samples in 2016 and over 100 exhibits in 2017 for stakeholders including OCME, DOC, and MPD. Development of documentation and operations of the laboratory is incrementally improving and on track for an ISO 17025 audit. The FCU has undergone an external pre-audit and concluded all quality actionable items by 12/26/2017. A full audit was completed by ANSI-ASQ National Accreditation Board (ANAB) in January 2018.

Next Generation Sequencing

Implement Next Generation Sequencing (NGS) typing of microbial and human DNA. In FY18, DFS implemented the use of Next Generation Sequencing (NGS) technologies for both the Forensic Science Laboratory and the Public Health Laboratory (PHL) for the use of evidentiary samples and microbial samples of interest. The use of NGS will provide additional DNA information for investigators and allow PHL to participate in the PulseNet program to help identify food borne illness outbreaks within the District. The capability is undergoing validity testing and is yet to produce results.

Consolidated Equipment and Maintenance Service Contract

In October 2018, DFS entered into a contract with a single vendor to provide preventive maintenance and service for almost all of its scientific instrumentation and equipment. Although DFS is guaranteed service to the equivalent of that previously provided by individual, proprietary providers, DFS is anticipated to yield savings of approximately 20percent on its overall service and maintenance activities.

Consolidated Purchasing

In April 2018, DFS initiated blanket purchasing agreements with five District Small Business Enterprise vendors for the procurement of agency-wide non-proprietary supply items. These included stationary, portable data storage devices, chemicals, and a myriad of other items. These agreements assisted DFS in meeting its DSLDB target.



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

Metrics	Description	Target				
Key Performance Indicator	Performance within 60 days from the date the analyst was assigned					
Key Performance Indicator	Percentage of high priority Biological Terrorism and Chemical Terrorism samples analyzed within 24 hours.	90%				
Key Performance Indicator	Percentage of priority cases as designated by the contributor and marked in LIMS completed within 60 days from the date the analyst was assigned the case.	90%				
Key Performance Indicator	Percent of Q-car situation and root cause analysis sections completed within 30 business days.	100%				
Key Performance Indicator	Percent of scientists meeting technical competency requirements.	95%				
Key Performance Indicator	Percent of safety incident reports submitted to DFS Safety Officer within two business days	90%				

34. Please list any task forces and organizations of which the agency is a member.

The Department of Forensic Sciences belongs to two organizations, the Association of Public Health Laboratories and the Clinical Laboratory Standards Institute.

35. Please explain the impact on your agency of any legislation passed at the federal level during FY18 and FY19, to date, which significantly affected agency operations.

No legislation passed at the federal level during FY18 and FY19, to date, significantly affected DFS.

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

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



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

System/ Dataset	Description	Date System was Initiated
JusticeTrax Laboratory Information System (LIMS)	LIMS is used by Department of Forensic Sciences (DFS) to track evidence, samples, and case management along with the chain of custody process. The LIMS systems contains final reports and if required information gathered from CODIS, NIBIN, and AFIS may be included.	10/1/2016
StacsDNA System	Database system which has DNA samples for tracking and matching for positive results.	10/1/2016
Chemware/Horizon Laboratory Information Management System	Used only by Public Health Laboratory to track sample testing and report test results.	7/1/2016 (originally deployed by DC Health from 2005-2014)
Qualtrax Document Management System	Contains DFS policies and procedures document and management standard operation procedures (SOPs).	10/1/2014
Inflow Inventory Management System	Database used by the Operational Management Team to inventory supplies, medical equipment, Information Technology assets, and consumables.	1/1/2017
OSTicket Database System	Used to manage service request for both operational needs and technology for DFS staff members internally to the Consolidated Forensic Laboratory.	6/1/2014
Mideo Systems	Configured for two key applications: Latent Works and Firearms Workflow which both have an interface into the LIMS system used by DFS. Only the Firearms Examination Unit (FEU) and Latent Fingerprint Unit (LFU) utilize these applications which are both under the Forensic Science Laboratory Division.	10/1/2017



37. Please provide a detailed description of any new technology acquired in FY18 and FY19, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.

New Technology	Cost	Significance
EvoFinder Automated Ballistic System	\$275,000.00	A scanning device that generates digital images of bullets and cartridge cases in both 2-dimensional and 3-dimensional formats for examination, comparison, and correlative searches within existing databases
GrayKey	\$15,000.00	System for unlocking encrypted phone for data analysis.
Ion Chief	\$139,949.50	Ion Genestudio S5 Plus System and Ion Chief for simplified, affordable, automated next-generation sequencing workflow. This system identifies microbial pathogens using best available molecular biology technology.
ACQUITY DART-QDa System	\$174,532.26	System for the online analysis of drugs from unknown samples that minimizes sample preparation. Used in the analysis for used syringes.
Becton Dickinson BACTEC	\$15,113.35	Culture of blood samples for the presence of microbial pathogens
MagNA Pure 24 Instrument	\$50,000.00	Capability to preform automated nucleic acid (DNA and RNA) extractions. This is used in the preparation of microbial pathogen samples for identification of pathogens in patients of infectious diseases, particularly those that threaten populations.
Citrix Zen Server software	\$33,461.76	Additional software to manage existing storage that has been affected by a change in the Citrix licensing arrangements.
Discovery-Z Firearms and Tool Marks Comparison Microscope	\$100,000.00	Automated comparison microscope optical system allowing for the microscopic of firearms related evidence, Visualization can be performed in many modes.
Qiagen QIAgility System	\$47,772.00	Capability to perform automated RT-PCR and nucleic acid extractions to enable analysis using next generation sequencing techniques.



New Technology	Cost	Significance
Clean Air PCR workstation	\$11,866.00	Laminar flow work station for the safety of scientists and to prevent contamination of samples.
Luminex MagPix xPONENT System	\$11,000.00	For the detection of non-influenza pathogen detection. It can also run other testing panels such as for enteric pathogens.
Crash Data Recovery Kit	\$11,090.49	Enables the downloading of events and systems data from motor vehicle computers following traffic accidents.

38. How many in-person training programs took place in FY18 and FY19, to date?

DFS offered 89 in-person training programs that focused on scientific and technical training as well as soft-skills professional development. The bulk of the in-person trainings were geared toward key technical personnel directly related to the training topic.

Attachment I is a list of all in-person training programs (any training that was not web-based or conference) that took place in FY18 and FY19, to date. Certain courses were offered multiple times but are only listed once.

39. What training deficiencies, if any, did the agency identify during FY18 and FY19, to date?

DFS did not identify any systemic training deficiencies. However, Unit Managers regularly provide information related to training needs of their staff. Additionally, scientific personnel are given annual proficiency tests within their discipline to ensure they are maintaining the expected proficiency levels. Proficiency levels refer to employees' continuous growth of knowledge in their field and staying abreast of new technologies and testing procedures.

40. Please describe the members' attendance and the major work of the Science Advisory Board in FY18 and FY19, to date.

The Science Advisory Board (SAB) completed a substantial amount of work in FY18 and FY19, to date. This included:

 Receiving regular updates from DFS such as allegations and issues made against DFS and/or its staff



- In depth review of casework in which errors had been identified and providing consequent recommendations
- Receiving regular briefings and consideration of the implementation of new capabilities including drug testing, transmissible disease testing, and digital evidence examination
- Receiving regular briefings and consideration of all DFS scientific units
- Providing advice on proficiency tests

Most importantly, the SAB provided an independent evaluation of DFS procedures in response to the report into forensic science of the President's Council of Advisors on Science and Technology. The board issued statements on:

- DNA
- Latent Fingerprints; and
- Firearms Examination.

The statements have been published on the DFS web site.

Please refer to the response to Question #28 for member attendance.

- 41. How did the agency strengthen communication and collaboration between stakeholder agencies in FY18 and FY19, to date?
 - a. On how many occasions did the agency convene the Stakeholder Council in FY18 and FY19, to date? What were the major topics explored during the Council meetings?

During FY18 and FY19 to date, the Deputy Mayor for Public Safety and Justice, who chairs the Stakeholder Council meetings, convened three Stakeholder Council meetings on: November 30, 2017, May 10, 2018, and December 18, 2018. Major topics explored during the Council meetings included:

- A report of the STRmix Validation Study that DFS participated in as a response to the Forensic Science report issued by the President's Council of Advisors on Science and Technology (PCAST);
- Impacts to DFS on the temporary \$1,000,000 cut to our FY18 budget and the process that the Administration and Council went through to restore \$600,000 and the impact to our stakeholders in reduced DNA testing by contract laboratories;
- Establishment of the Controlled Substance Testing program within the Forensic Chemistry Unit; FY19 Cooperative Agreement funding from CDC for the DFS Opioid Surveillance Laboratory;
- Updates on Forensic Science Laboratory, Public Health Laboratory, and Crime Scene Sciences performance, budget, and workload metrics;
- Updates on Quality including ISO 17025 Accreditation, annual audits;



- Updates on Science Advisory Board meetings and membership;
- Updates on Trainings;
- Updates on Outreach efforts in the community and at various DC elementary schools and universities, National Forensic Science Week 2018, and the National Attorneys General Forensic Science Symposium held at the Consolidated Forensic Laboratory.
- b. How has the agency worked to promote transparency of its operations among members of the Stakeholder Council?

DFS regularly conducts trainings with stakeholders including MPD, OAG and USAO, to ensure they are kept abreast of any changes and to continually teach new and seasoned investigators and attorneys about FSL's capabilities. Weekly meetings with MPD allow us to work with MPD in prioritizing cases and developing testing plans. Interagency meetings allow our Forensic Science Laboratory to troubleshoot any issues that involve multiple customers and ensure ongoing communication between all agencies.

The Forensic Science Laboratory and Crime Scene Sciences Division meet on a biweekly basis with MPD, OAG, and USAO to discuss high priority cases, upcoming cases and the status of evidence testing. The Public Health Laboratory also has a biweekly conference call with DC Health to discuss cases being tested, potential outbreaks and status updates. The Forensic Chemistry Unit has provided information to the OAG and to FEMS related to its testing capabilities. Additionally, DFS shares information with our stakeholders and has produced our FY17 Annual Report.

42. Please list all cases processed in FY18 and FY19, to date, by unit, case type, and turn-around time, including sexual assault forensic examination kits. How many of each case type are "backlogged"? How many of each case were processed by an outside contractor?

Please see attachment J

43. In FY18 and FY19, to date, how many sexual assault forensic examination kits were received by DFS from MPD within seven days after the sexual assault victim made a report to MPD, as required by section 202(a)(1) of the Sexual Assault Victim Rights Act of 2014 ("SAVRAA"), effective November 20, 2014 (D.C. Law 20-139; D.C. Official Code § 4-561.02)? How many kits were received later than seven days?

Per section 202(a) of the Sexual Assault Victim Rights Act of 2014 (SAVRAA), DFS is not involved in the transfer of kits from MPD to DFS and, therefore, has no knowledge of how many kits were received within seven days or after seven days.



a. How many kits were processed in accordance with section 202(b) of SAVRAA?

During FY18, DFS received 268 kits and tested them with an average turnaround time of 65 days as of February 14, 2019. Of these, 264 kits were completed within the 90 days according to section 202(b) of SAVRAA. Four kits were completed outside the 90 days allotted, however, all were subject to lengthy permission to consume delays by the court system.

In FY19 through February 14, 2019, 108 kits were received with 54 of these completed within the 90 days according to section 202(b) of SAVRAA. The remaining 54 kits are currently in process within the laboratory.

b. Is the agency compliant with section 210 of SAVRAA?

Yes. The FY18 Annual Report has not yet been published, but the information will be included.

44. How many vacancies remain for investigators in the Crime Scene Sciences Division? What is the status of these vacancies?

As of February 1, 2019, DFS Crime Scene Sciences Division has a total of 80 FTES and seven vacancies. Currently, four of the vacant positions are in the interview process and one candidate has started on February 3, 2019. DFS anticipates filling the remaining positions in the second quarter of FY19 to achieve a fully staffed Crime Scene Sciences Division.

a. How many retired MPD members has the agency hired in this division?

DFS has hired 21 retired MPD officers as of February 19, 2019, and three have exited the Department.

45. Please discuss how the implementation of the LIMS JusticeTrax database has improved the standard operating procedures of the Latent Fingerprint Unit.

Implementation of the LIMS JT has greatly improved evidence tracking and streamlined the way the unit handles documentation. All latent evidence is now tracked electronically and Chain of Custody records can be easily pulled which is helpful for locating evidence and to show the integrity of the evidence has not been jeopardized. Additionally, digital worksheet and report templates were imbedded into the LIM JT system so all case data, including analysis notes and examination conclusions, are uniform, clear and stored securely. Case milestones can also be tracked to see the status and progress on a case, and caseloads can be managed using the systems reporting tools. With these capabilities, management has been able to more accurately and easily report trends and statistics to gauge input, output, and identify possible workflow gaps.



46. Please describe the GunOps firearms tracking system and any relevant metrics.

DFS did not renew the Gun-Ops system as the anticipated upgrades promised by the vendor did not address key requested features. More specifically, limitations with acquiring approval to extract essential NIBIN data directly from the NIBIN system required manual double entry within the NIBIN system and the Gun-Ops system. Furthermore, the Gun-Ops system's data mapping option remained underdeveloped and required additional unforeseen system upgrades.

47. What are the agency's plans to promote employee retention of Firearms Examinations Unit ("FEU") personnel?

See answer to Question #31.

a. Has the agency eliminated backlogs in the FEU?

The FEU has not eliminated the backlog, however there has been a significant backlog reduction over the past year. The backlog in January 2018 was 1,089 and the current backlog is 474 as of January 31, 2019. Furthermore, DFS is working to approve and implement a Firearms Examiner Retention Plan to keep current technical expertise and attract additional firearms examiners to right size FEU, in an effort to eliminate the backlog.

48. Please talk about any improvements made to the Forensic Science Laboratory Division in FY18 and FY19, to date.

The Forensic Science Laboratory Division (FSL) collects, examines, analyzes and reports on physical evidence submitted in criminal cases. In FY18, the entire FSL participated in a successful tabletop exercise for its Continuing Operations Plan (COOP) to ensure continued services in the event the CFL is not available for operations.

In FY18, the Latent Fingerprint Unit (LFU) expanded to include evidence processing, which was originally a part of the Crime Scene Sciences Unit, to establish a dedicated processing team. LFU modified processing worksheets to reflect accreditation standards while adding additional reagents to the SOPs in the hopes of increasing the quality and quantity of forensic evidence produced. LFU also developed and implemented a new training program to train examiners to competency.

The Forensic Biology Unit (FBU) increased its in-house testing by more than 100 percent in FY18 over FY17 levels. This increase has enabled the unit to test 100 percent of FY18 sexual assault kits in house and ensure the District meets the 90-day completion requirement as outlined by SAVRAA.



In FY18, the Firearms Examination Unit (FEU) purchased and began implementation of the EvoFinder Automated Imaging System. By the end of FY19, training of employees, validation and implementation of this system will be fully complete. FEU also fully implemented MIDEO for its casework process, which allows unit analysts to use digital worksheets and drop-down menus for a more streamlined and effective workflow. Also, in FY18, the continuation of the Crime Gun Intelligence Center (CGIC) intra-district funding allowed hired firearm technicians to increase the FEU NIBIN HITS by 226 percent in comparison to NIBIN Hits in FY17.

The Digital Evidence Unit (DEU) participated in outreach and education programs to stakeholder agencies resulting in an increased caseload of over 100 percent in FY18 compared to FY17. The DEU also acquired the capability of getting into locked iOS devices such as iPhones. To date, the DEU has received over 250 iOS devices and has successfully processed over 90 percent of devices. The DEU also received ISO 17025:2005 accreditation, adding DFS to a short-list of digital evidence accredited laboratories and becoming compliant with the DC statute and conforming to other FSL units.

In FY18, the Forensic Intelligence Unit (FIU) was able to secure more personnel which allowed the unit to process 200 more cases in FY18 than FY17. This also allow FIU to implement major case tracking to assist with impact studies for the Mayor's Summer Crime Initiative along with CODIS, NIBIN, and AFIS impacts.

- 49. Please describe any updates that the agency has made to staffing, management, operations, and quality assurance in the Public Health Laboratory in FY18 and FY19, to date.
 - a. Has the agency resumed all Zika testing in-house? How many samples were tested for the Zika virus in FY18 and FY19, to date, by month tested?

No. DFS continues to test for Zika via molecular detection, which is the gold standard method for determination of Zika virus infection. This has never ceased. For samples negative by molecular detection, serological testing is warranted. This was previously done with the Centers for Disease Control and Prevention (CDC) Zika MAC-ELISA test. However, the number of Zika testing requests plummeted as FY18 progressed (see table below). Due to the drastic reduction in test requests, it was deemed that changing our current protocol of sending these samples to the CDC would not cease until a better method for serological identification could be found.

FY18 Zika test requests, by month:

Month	Count of Samples
Oct 2017	21
Nov 2017	26



Month	Count of Samples
Dec 2017	12
Jan 2018	16
Feb 2018	16
Mar 2018	6
Apr 2018	4
May 2018	2
Aug 2018	4
Grand Total	107

A new method was evaluated and found to be superior to the CDC Zika MAC-ELISA test. We are now in the final stages of implementation of this new method.

b. Please describe the current status of the District's mosquito surveillance program to test for West Nile, dengue, chikungunya, and Zika viruses.

DFS has made significant changes to improve the District's mosquito surveillance program in FY18. In collaboration with our DC Health partners, we have increased collection sites to include the National Mall, changed the trapping strategies to increase collections, switched to a more sensitive enzyme to detect viral material, and increased our testing to a high-throughput method. We have also switched from a multiplex test which included West Nile Virus (WNV), dengue, chikungunya, and Zika virus to single tests for WNV and Zika. This alteration was made to eliminate testing for arboviruses that do not circulate in the District and allows for more accurate detection of WNV and Zika virus. The decision was made jointly with our DC Health colleagues. For the 2018 mosquito season, May to October, a total of 45 mosquito pools were found to be WNV positive from 566 pools tested. Zika Virus was not detected in any of the mosquito pools from the District.

c. Please describe the current status of the District's surveillance for influenza and foodborne outbreaks, rabies testing, STD testing, and testing for bioterrorism and chemical terrorism.

The DFS Public Health Laboratory (PHL) currently provides testing services for all of the above-listed diseases in support of DC Health. The PHL, in conjunction with DC Health, has been working diligently on increasing the number of samples provided for influenza and foodborne outbreak samples that are sent to the PHL for testing. There is an FTE that is funded by the Centers for Disease Control and Prevention (CDC) that aims to increase sample submission and it has worked well thus far. There was an increase in over 1100% (70 to 815 samples) between FY17 to FY18 for influenza submissions.

Additionally, to ease the efforts of our District hospitals in sending samples to the PHL, DFS has enlisted the services of a contract courier service that picks up samples twice weekly



from all eight hospitals in DC. The DFS PHL holds an annual (soon to be semi-annual) Clinical Laboratory Outreach Forum (CLOF) to discuss pertinent surveillance programs that DC Health and DFS PHL are involved in and how to best obtain more samples. Since the most recent CLOF, hospitals have been sending all of their raw samples or isolates associated with a foodborne disease to the DFS PHL, resulting in us completing 130 samples that were uploaded to the CDC PulseNet foodborne outbreak surveillance system. This is up from 123 samples tested for foodborne outbreaks in FY17.

Rabies testing continues to be a top priority of the DC PHL and renovation of the BSL-3 to accommodate the rabies laboratory started in FY18. This renovation allows for safer handling, processing, extracting, and testing of rabies samples for DC Health. Performing the sample preparation and testing in the same laboratory will allow for our turn-around time (TAT) to decrease, thus getting results to DC Health faster so that critical life-saving prophylaxis decisions can be made.

In FY18, the DFS PHL began preparations to test gonorrhea samples from the DC Health and Wellness Center. This is part of a CDC-funded program to surveil for drug resistant gonorrhea. Plans for FY19 include conducting antimicrobial susceptibility testing in the DFS PHL to provide much more rapid results to DC Health on potential treatment failures. Also on tap for FY19, the DFS PHL will also be adding a rapid molecular chlamydia and gonorrhea test. DFS PHL is working closely with DC Health to seamlessly allow electronic test ordering and reporting of all gonorrhea. This will help streamline the testing process and allow for more efficient workflows.

Finally, testing for bioterrorism (BT) and chemical terrorism (CT) is coordinated with the FBI weapons of mass destruction (WMD) unit. The DFS PHL mostly receives environmental samples from the FBI to screen for BT agents, such as anthrax or ricin. In FY18, the DC PHL received a record 68 specimens for testing and all were reported within 24 hours. PHL received 18 specimens for BT in FY17, so this is an increase of 400%. Additionally, we are set-up to perform clinical rule outs of BT agents from patients who are seen at District hospitals. The CT program is on constant notice and performs proficiency tests and surge exercises each year as required by the CDC. These included 10 clinical samples for nerve agent testing, 40 clinical samples for CT surge testing of toxic metals and 200 clinical samples for surge shipping; all of which were completed within 24 hours. Additionally, the CT program is validated to perform testing on nine out of 12 CT agents.

50. Please describe the progress of the Forensic Chemistry Unit and the agency's partnership with the Office of the Chief Medical Examiner to test syringes that are found at the scene of an opioid overdose.

The Forensic Chemistry Unit (FCU) has developed a strong rapport with OCME including maintaining a daily presence at the morning briefs ("OCME Rounds"). Accordingly, the FCU



has tested a total of 105 syringes since 2017. A significant amount of valuable information has been gleaned from these submissions, both by providing prompt analysis of chemicals in these syringes, as well as identifying five new synthetic opioids (Furanyl Fentanyl, U-47700, Methoxy Acetyl Fentanyl, Cyclopropyl Fentanyl, and Para-fluoroisobutyryl fentanyl), since testing began in 2017. Additionally, three new synthetic opioids have been found in other surveillance samples at the FCU (U-51754, Despropionyl ortho-fluorofentanyl, and Benzyl fentanyl), and this information is shared as part of a monthly update to the OCME regarding opioid trends in the District. This information is vital in providing key situational awareness to the OCME regarding new synthetic opioids to test for in the District.

51. What is the agency's cybersecurity investigation capacity? How did the agency utilize this capacity in FY18 and FY19, to date?

DFS is leveraging services from the Office of the Chief Technology Officer OCTO to address and/or mitigate cybersecurity threats that impact DFS on the District of Columbia's computer network. DFS Forensic Technology Unit (FTU) works with the OCTO's Security Operations Center (SOC) and OCTO's Citywide Information Technology Security (CWITS) to ensure the agency has met the cybersecurity requirements such as user training and patch management for both applications and systems on a regular basis in accordance with OCTO's Patch Management Policy OCTO-5010.1. Lastly, FTU has the capacity to conduct malware forensics, reverse engineering, and log management to ensure compliance with OCTO's Network Access Policy OCTO-4001.3. In FY18, DFS reported four cybersecurity threats and two compromised email accounts. To date in FY19, there are no issues to report.

52. How many complaints were submitted to the agency in FY18, and FY19, to date?

- a. How many of these were dismissed without merit?
- b. How many of these were related to employee disputes?
- c. How many of these resulted in a Quality Corrective Action Report?
- d. How many of these resulted in a Quality Preventative Action Report?

Complaints submitted in FY18 &	2
FY19 to date (February 1, 2019)	
Complaints dismissed without merit	2
Complaints related to employee	0
disputes	
Complaints resulted in Quality	2
Corrective Action Report	
Complaints resulted in a Quality	0
Preventative Action Report	



- 53. According to D.C. Code § 5–1501.02, "The mission of the Department shall be to provide high-quality, timely, accurate, and reliable forensic science services with (1) The use of best practices and best available technology; (2) A focus on unbiased science and transparency; and (3) The goal of enhancing public safety."
 - a. Please discuss what the agency has done in FY18 and FY19, to date, to uphold these principles. Specifically, how does the agency maintain its independence, particularly with respect to its relationships with law enforcement, the prosecution, and the defense?

DFS has several controls and frameworks in place to ensure its independence with respect to its relationships with law enforcement, the prosecution, and the defense. These include:

- Accreditation DFS continues to maintain its accreditation, which not only ensures
 the scientific validity of its testing procedures and subsequent interpretation but sets
 out procedures for appropriate communication with stakeholders, and documents
 decision making. DFS has maintained its accreditation status and demonstrated
 continuous improvement through the reduction in findings at accreditation
 assessments over time. Both the Forensic Chemistry Unit and the Digital Evidence
 Unit were granted accreditation in 2018.
- Stakeholder Council the Deputy Mayor for Public Safety and Justice Chairs the Stakeholder Council, which comprises of Agency Directors from across the public safety and health spectrum including the Metropolitan Police Department, the Office of the Chief Medical Examiner, the Office of the United States Attorney, the Office of the Public Defender, the Fire and Emergency Medical Services Department, the DC Health Department, the DC Office of the Attorney General, and the Federal Public Defender for DC.
- Science Advisory Board the Science Advisory Board regularly reviews the science undertaken at DFS and assesses that against contemporary best practice.
- Complaints and Inquiries all complaints and inquiries made to DFS are recorded and addressed. The General Counsel and Deputy Director have oversight of all complaints and inquiries.
- Department Operations Manual the Department Operations Manual describes the policies of the department to which all employees are to ascribe.
- Standard Operating Procedures the Standard Operating Procedures define the way in which scientific testing should be conducted within the agency and the wat in which results are to be interpreted. Independence is maintained through the rigor in which



these are applied and supervised. For example, every result and interpretation is independently reviewed and verified by another expert.

- Rules and Regulations provide guidance to staff about their conduct while employees of DFS and supervisory controls ensure compliance with the rules and regulations.
- Training training is regularly undertaken including training that specifically applies
 to forensic scientists such as cultural training, training in ethics, and management
 training.

b. Does the agency consider itself a public safety partner, and if so, in what capacity?

In broad terms, DFS considers itself to be a public safety partner as it works within the same environment as other public safety partners. This is demonstrated by the need to respond to alleged criminal activity and acts of violence 24 hours per day, seven days per week. All partners in public safety are seeking to reach justice and accountability for victims. DFS is a partner with an independent voice and does not consider itself to be subservient to the other (larger) partners in the system.

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

The Department of Forensic Sciences Roles and Responsibilities for each division and subdivision are as follows:

Directorate Operations & Agency Management SUMMARY OF SERVICES

Directorate Operations and Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting. This division also contains the following activities that support the entire agency:

- Quality ensures that DFS produces products that are fit for stakeholders' purposes
 and that fitness is maintained or improved; maintains ISO 17025 accreditation for
 the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification,
 as well as, compliance with applicable federal regulations such as the Division of
 Select Agents and Toxins (DSAT).
- Training & Development provides training curriculum to DFS employees to ensure professional development, maintaining skill sets, meets standards of excellence, and high quality, accurate, and reliable services;
- Information Technology provides agency-wide support on information technology systems and to enhance DFS services through the most appropriate technology available.

Forensic Sciences Laboratory Division SUMMARY OF SERVICES

The Forensic Science Laboratory (FSL) Division provides independent scientific examinations and analysis to stakeholders submitting physical evidence in criminal cases, providing these services to District governmental agencies and neighboring Federal agencies. The FSL currently provides examinations for biological samples (DNA and fingerprinting), chemical and materials samples (coatings, glass, textiles, composites), and physical samples (firearms and digital evidence). The FSL works with public attorneys—prosecution and defense—as well as the courts and allied criminal justice agencies to serve and improve scientific information for public safety. This division contains the following activities:

- Forensic Biology Unit (FBU) provides analysis of blood and other tissue samples for identification.
- Latent Fingerprint Unit (LFU) provides latent fingerprint analysis for the identification, exclusion or elimination of known persons.
- Firearms Examination Unit (FEU) provides analysis of firearms and ammunition.
- Forensic Intelligence Unit (FIU) provides analysis of forensic data to link together

crime scenes and evidence.

• Digital Evidence Unit (DEU) – provides analysis of digital evidence from crime scenes.

Public Health Laboratory Division SUMMARY OF SERVICES

The Public Health Laboratory (PHL) Division provides testing of biological and chemical samples that relate to public health and safety, such as infectious diseases, hazardous chemicals, or biological contamination, up to and including bio- or chemical terrorist attacks. The PHL routinely liaises with the Centers for Disease Control and the Association of Public Health Laboratories, representing the national capital region as the laboratory of record. This division provides the following activities:

- Microbiology Unit provides analyses of microbial pathogens that are infectious to people, such as diseases or food-borne illnesses.
- Molecular Diagnostic Unit provides the analysis of DNA to identify infectious organisms or biological threats (bio-terrorism).
- Virology/Immunology Unit tests for outbreaks of virus-based diseases, like West Nile and influenza.
- Accessioning Unit Sample acceptance, accounting, and transfer.
- Forensic Chemistry Unit provides analyses for the presence of illegal substances.

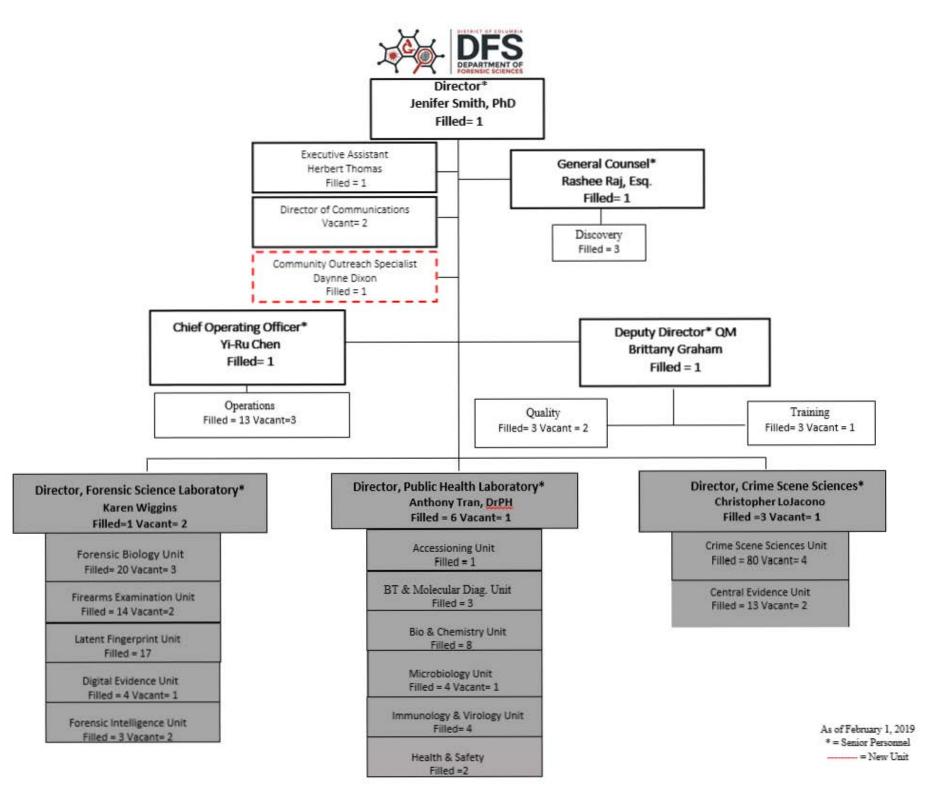
Crime Scene Sciences Division SUMMARY OF SERVICES

The Crime Scene Sciences (CSS) Division consists of highly trained civilian scientists that will assume responsibilities for crime scene response and evidence handling and processing from the Metropolitan Police Department (MPD). The goal is to provide additional science at the scene, to generate forensic intelligence—backed by science—early in the investigation, and to process and track evidence for immediate and future analysis. Transition of responsibilities from MPD and staffing this Division is on-going and dependent upon appropriate funding. This Division includes the following activities:

- Crime Scene Sciences Unit (CSSU)
- Central Evidence Unit (CEU)

Department of Forensic Sciences Explanation of Changes made in FY18

In FY18, DFS on-boarded the Crime Scene Sciences Director and additional crime scene staff to support the transition of MPD personnel back to street patrol. In addition, DFS has created an Outreach unit within the Communications department to engage and educate stakeholders about DFS services. In FY19, DFS will work to fill the Assistant Director position within the Forensic Science Laboratory.



2. Please provide a current Schedule A for the agency which identifies each position by program and activity codes, with the employee's name, 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.

Please see information provided by the Agency Fiscal Officer.

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00002210	F	4020	4020	Central Evidence Unit Supervis	Pettus,Natasha D	10/6/2013	Reg	\$ 106,191.50	\$ 24,105.47	Local
00004390	F	2020	2020	Forensic Scientist III (DNA Ex	Johnson,Nikia C.	10/1/2012	Reg	\$ 109,811.00	\$ 24,927.10	Local
00004918	F	2020	2020	Forensic Science Technician (F	Brittingham,Kim B	10/2/2017	Reg	\$ 55,333.00	\$ 12,560.59	Local
00005200	F	2020	2020	Forensic Scientist (Fingerprin	Lewis,Lisa R	10/1/2012	Reg	\$ 106,858.00	\$ 24,256.77	Local
00005945	F	2020	2020	Forensic Scientist Supervisor	Pope,Jonathaniel	10/1/2012	Reg	\$ 123,147.19	\$ 27,954.41	Local
00007795	F	3020	3020	Chemist	Jackson,Olin T	4/29/2013	Reg	\$ 87,376.00	\$ 19,834.35	Local
00008729	F	2020	2020	Lead Forensic Scientist (Digit	Fudge,Kristen	1/8/2018	Reg	\$ 103,862.00	\$ 23,576.67	Local
00008767	F	1040	1040	IT Specialist (System Analysis	Jackson,James R	10/1/2012	Reg	\$ 106,981.00	\$ 24,284.69	Local
00009778	F	3020	3020	Medical Technologist	McKnight,Rakeiya	11/30/2015	Reg	\$ 81,203.00	\$ 18,433.08	Local
00009995	F	2020	2020	Lead Forensic Scientist (Finge	Evans,Barbara J	10/1/2012	Reg	\$ 116,754.00	\$ 26,503.16	Local
00010573	F	4020	4020	Forensic Scientist (Crime Scen	Tuller,John S	2/5/2018	Reg	\$ 82,412.00	\$ 18,707.52	Local
00010870	F	2020	2020	Forensic Scientist Supervisor	Walraven,Tracy	7/11/2016	Reg	\$ 135,982.53	\$ 30,868.03	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00010968	F	2020	2020	Forensic Scientist (Fingerprin	Wilkerson,Cynthia A	10/1/2012	Reg	\$ 89,858.00	\$ 20,397.77	Local
00010973	F	2020	2020	Forensic Scientist (Fingerprin	Talley,Terri	6/2/2014	Reg	\$ 60,472.00	\$ 13,727.14	Local
00011046	F	4020	4020	Forensic Scientist (Crime Scen	Patton, Precious R	4/2/2018	Reg	\$ 64,603.00	\$ 14,664.88	Local
00011407	F	2020	2020	Forensic Scientist III (DNA Ex	Hopkinson,Krysty na H	10/1/2012	Reg	\$ 106,858.00	\$ 24,256.77	Local
00012406	F	3010	3010	Public Health Laboratory Direc	Tran,Anthony	9/19/2016	Reg	\$ 159,915.40	\$ 36,300.80	Local
00012474	F	2020	2020	Forensic Scientist (Fingerprin	Peters,Christina	11/2/2015	Reg	\$ 100,952.00	\$ 22,916.10	Local
00012503	F	2020	2020	Forensic Scientist (Fingerprin	Sensabaugh,Rosly n D	10/1/2012	Reg	\$ 109,811.00	\$ 24,927.10	Local
00013956	V	1090	1090	Training Coordinator			Reg	\$ 59,727.00	\$ 13,558.03	Local
00015594	F	2020	2020	Forensic Science Technician (F	Coppes,Allison M	8/20/2018	Reg	\$ 53,620.00	\$ 12,171.74	Local
00015878	F	3020	3020	Forensic Scientist Supervisor	Raj,Pushker	9/5/2017	Reg	\$ 146,581.81	\$ 33,274.07	Local
00016506	F	2020	2020	Forensic Scientist (Fingerprin	Brown,Kiandra Rose	4/30/2018	Reg	\$ 53,620.00	\$ 12,171.74	Local
00016805	F	2020	2020	Clerical Assistant	Flemmings,Jessica V	10/1/2012	Reg	\$ 56,725.00	\$ 12,876.58	Local
00018720	V	1090	1090	Management and F	Program Analyst		Reg	\$ 73,906.00	\$ 16,776.66	Local
00019070	V	4020	4020	Forensic Scientist (Crime Scen			Reg	\$ 53,620.00	\$ 12,171.74	Local
00019830	F	2020	2020	Forensic Scientist Supervisor	Beckman,Jessica Anne	7/29/2013	Reg	\$ 119,560.38	\$ 27,140.21	Local
00020554	F	3020	3020	Medical Technologist	Morris,Katherine	6/12/2017	Reg	\$ 67,335.00	\$ 15,285.05	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00022990	F	1040	1040	Information Technology Special	Johnson,Renee Gordon	10/1/2012	Reg	\$ 94,543.00	\$ 21,461.26	Local
00025420	F	2020	2020	Forensic Scientist (Fingerprin	Glover,Diane Downing	10/1/2012	Reg	\$ 109,811.00	\$ 24,927.10	Local
00026603	F	2020	2020	Forensic Science Technician (F	Bailey,Laketa J	10/1/2012	Reg	\$ 69,037.00	\$ 15,671.40	Local
00026615	F	2020	2020	Forensic Scientist (Fingerprin	Graves,Gloria V	10/1/2012	Reg	\$ 112,764.00	\$ 25,597.43	Local
00026627	F	4010	4010	Forensic Science Technician (C	Tarte,Melissa	10/17/2016	Reg	\$ 60,472.00	\$ 13,727.14	Local
00026848	F	2020	2020	Forensic Scientist (Fingerprin	Rountree, Angelic	12/12/2016	Reg	\$ 92,093.00	\$ 20,905.11	Local
00028702	F	2020	2020	Forensic Science Technician (F	Drennen,Julia B	12/1/2014	Reg	\$ 60,472.00	\$ 13,727.14	Local
00029182	F	2020	2020	Forensic Scientist III (DNA Ex	Himrod,Jennifer L	4/20/2015	Reg	\$ 103,905.00	\$ 23,586.44	Local
00029188	V	2020	2020	Forensic Intelligence Analyst			Reg	\$ 73,906.00	\$ 16,776.66	Local
00029189	F	1055	1055	Safety & Occup. Hlth. Manager	Grier,Patricia A.	1/7/2013	Reg	\$ 112,333.66	\$ 25,499.74	Local
00029190	F	2020	2020	Forensic Scientist Tech. Lead	Welti,Susan	10/19/2015	Reg	\$ 116,754.00	\$ 26,503.16	Local
00029191	F	1090	1090	Operations Program Manager	McMullen,Patricia R	5/6/2013	Reg	\$ 91,044.76	\$ 20,667.16	Local
00032361	F	2010	2010	Laboratory Director	Wiggins,Karen A	1/14/2013	Reg	\$ 162,705.37	\$ 36,934.12	Local
00032425	F	2020	2020	Forensic Scientist III (DNA Ex	Williams, Candice M	10/1/2012	Reg	\$ 109,811.00	\$ 24,927.10	Local
00032426	F	2020	2020	Forensic Scientist III (DNA Ex	Mills,Shana L	9/23/2013	Reg	\$ 100,952.00	\$ 22,916.10	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00033066	F	2020	2020	Forensic Scientist III (DNA Ex	Ferragut,Julie Marie	9/23/2013	Reg	\$ 97,999.00	\$ 22,245.77	Local
00035425	F	3020	3020	Medical Technologist	Merid,Sosina	10/1/2012	Reg	\$ 94,822.00	\$ 21,524.59	Local
00035426	F	1055	1055	Safety and Occupational Health	Geter,Regina W	10/1/2012	Reg	\$ 92,250.00	\$ 20,940.75	Local
00035487	F	2020	2020	Forensic Scientist III (DNA Ex	Skillman,Jessica L	10/1/2012	Reg	\$ 115,717.00	\$ 26,267.76	Local
00035581	F	3020	3020	Forensic Scientist Supervisor	Courtney,Colleen R	4/2/2018	Reg	\$ 122,400.00	\$ 27,784.80	Local
00035582	F	3020	3020	Supervisory Chemist	Short,Luke C	1/7/2013	Reg	\$ 132,021.87	\$ 29,968.96	Local
00036410	F	1090	1090	Quality Assurance Specialist	Akanegbu,Carol S	10/1/2012	Reg	\$ 98,794.00	\$ 22,426.24	Local
00036632	F	3020	3020	Chemist	Taylor,Glen E	10/1/2012	Reg	\$ 89,858.00	\$ 20,397.77	Local
00039865	F	3020	3020	Medical Technologist	Blackwell,Reginal d G	10/1/2012	Reg	\$ 94,822.00	\$ 21,524.59	Local
00040882	F	1090	1090	Quality Assurance Specialist	Feko,Mahkaping	7/10/2017	Reg	\$ 109,710.00	\$ 24,904.17	Local
00042600	F	4020	4020	Central Evidence Specialist	McCloud,Tyzahvo n	4/2/2018	Reg	\$ 53,620.00	\$ 12,171.74	Local
00042603	F	4020	4020	Central Evidence Specialist	Whittington,Sheila	10/6/2013	Reg	\$ 72,907.00	\$ 16,549.89	Local
00042612	F	2020	2020	Forensic Scientist Manager (DN	Borchardt,Andrea	11/2/2015	Reg	\$ 135,982.53	\$ 30,868.03	Local
00042613	F	2020	2020	Lead Forensic Scientist (DNA)	MacBean,Laura A	10/1/2012	Reg	\$ 119,977.00	\$ 27,234.78	Local
00044562	F	1090	1090	Dir, Dept of Forensic Sciences	Smith,Jenifer Ann Lindsey	7/20/2015	Term	\$ 233,190.52	\$ 52,934.25	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00045076	F	4020	4020	Forensic Scientist (Crime Scen	Assayag,Raquel	6/16/2014	Reg	\$ 79,930.00	\$ 18,144.11	Local
00045088	F	4020	4020	Forensic Scientist (Crime Scen	Goolsarran,Nanda ni D	8/25/2014	Reg	\$ 84,894.00	\$ 19,270.94	Local
00045091	F	4020	4020	Central Evidence Specialist	Hazelton,Veronda Lornetta	1/8/2018	Reg	\$ 55,333.00	\$ 12,560.59	Local
00045829	V	3010	3010	Quality Assurance Specialist			Reg	\$ 85,149.00	\$ 19,328.82	Local
00046344	F	3020	3020	Medical Technologist	Williams,Brandon A	1/8/2018	Reg	\$ 74,987.00	\$ 17,022.05	Local
00046468	F	3010	3010	Clerical Assistant (OA)	Smith,Dorothy L	10/1/2012	Reg	\$ 52,099.00	\$ 11,826.47	Local
00046885	V	3020	3020	Medical Technologist			Reg	\$ 87,373.00	\$ 19,833.67	Local
00047077	F	1090	1090	Administrative Officer	Woodley,Edwin R.	1/7/2019	Reg	\$ 87,664.00	\$ 19,899.73	Local
00048135	V	1085	1080	Public Information Officer			Reg	\$ 100,639.00	\$ 22,845.05	Local
00070761	V	2010	2010	Staff Assistant			Reg	\$ 49,570.00	\$ 11,252.39	Local
00075332	F	3020	3020	Medical Technologist	Weeden,Cleveland N	10/1/2012	Reg	\$ 94,543.00	\$ 21,461.26	Local
00076752	F	2020	2020	Forensic Evidence Analyst	Perkins,LaShon	8/21/2017	Reg	\$ 82,412.00	\$ 18,707.52	Local
00077070	F	4010	4010	Director, Crime Scene Sciences	LoJacono,Christop her M	2/20/2018	Reg	\$ 159,914.98	\$ 36,300.70	Local
00077071	F	1090	1090	Executive Assistant	Thomas, Herbert B.	10/1/2012	Reg	\$ 104,252.00	\$ 23,665.20	Local
00077072	F	1010	1010	Management Liaison Specialist	Perry,Eileen U	8/10/2015	Reg	\$ 55,910.00	\$ 12,691.57	Local
00077073	F	1090	1090	Chief Operating Officer	Chen,Yi-Ru	5/5/2013	Reg	\$ 180,544.90	\$ 40,983.69	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00077074	F	1090	1090	Program Manager	Reedy,Paul L	7/13/2015	Reg	\$ 135,983.36	\$ 30,868.22	Local
00077075	V	1090	1090	Management and F	Program Analyst		Reg	\$ 73,906.00	\$ 16,776.66	Local
00077076	F	1090	1090	Deputy Director	Graham,Brittany H	3/25/2013	Reg	\$ 159,915.40	\$ 36,300.80	Local
00077077	F	3020	3020	Chemist	Leach,Samantha M.	9/23/2013	Reg	\$ 79,135.00	\$ 17,963.65	Local
00077597	F	1010	1010	Human Resources Specialist	Butler,Carla	1/27/2013	Reg	\$ 101,523.00	\$ 23,045.72	Local
00077616	F	1060	1060	General Counsel	Raj,Rashee	8/12/2013	Reg	\$ 134,897.04	\$ 30,621.63	Local
00077617	V	4020	4020	Forensic Scientist (Crime Scen			Reg	\$ 53,620.00	\$ 12,171.74	Local
00077618	F	4020	4020	Forensic Scientist (Crime Scen	Bischof,Samantha D	9/9/2013	Reg	\$ 82,412.00	\$ 18,707.52	Local
00077619	F	4020	4020	Crime Scene Sciences Superviso	Greenwalt,Grant L	8/24/2015	Reg	\$ 137,709.25	\$ 31,260.00	Local
00077620	F	4020	4020	Forensic Scientist (Crime Scen	Iorio,Ryan S	4/8/2013	Reg	\$ 84,894.00	\$ 19,270.94	Local
00077621	F	4020	4020	Forensic Scientist (Crime Scen	Frison,Rachel	4/2/2018	Reg	\$ 64,603.00	\$ 14,664.88	Local
00077622	F	4020	4020	Forensic Scientist (Crime Scen	Mentore,Kaywe	9/9/2013	Reg	\$ 84,894.00	\$ 19,270.94	Local
00077623	F	4020	4020	Forensic Scientist (Crime Scen	Jordan,Diana M	5/6/2013	Reg	\$ 84,894.00	\$ 19,270.94	Local
00077624	V	2020	2020	Forensic Scientist (Firearms &			Reg	\$ 53,620.00	\$ 12,171.74	Local
00077625	F	4020	4020	Forensic Scientist Shift Super	Hilsmeyer,Sara	6/13/2016	Reg	\$ 102,801.21	\$ 23,335.87	Local
00077626	F	4020	4020	Forensic Scientist (Crime Scen	St. Amand,Sebastian Michael	2/8/2016	Reg	\$ 92,093.00	\$ 20,905.11	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00077627	F	4020	4020	Central Evidence Unit Supervis	Fisher- Robinson,Wanda A	1/22/2018	Reg	\$ 97,705.80	\$ 22,179.22	Local
00077628	F	4020	4020	Forensic Scientist (Crime Scen	Bleach,Carenna K.	8/26/2013	Reg	\$ 82,412.00	\$ 18,707.52	Local
00077629	F	1040	1040	Supervisory IT Specialist	Monzon,Richard	12/10/2018	Reg	\$ 146,582.00	\$ 33,274.11	Local
00077630	F	4020	4020	Central Evidence Specialist	White,Lauren K	10/6/2013	Reg	\$ 66,679.00	\$ 15,136.13	Local
00077631	V	4020	4020	Central Evidence Specialist			Reg	\$ 64,603.00	\$ 14,664.88	Local
00077632	V	4020	4020	Forensic Scientist (Crime Scen			Reg	\$ 53,620.00	\$ 12,171.74	Local
00077633	F	2020	2020	Forensic Evidence Analyst	Hassberger,Laurel C.	8/25/2014	Reg	\$ 92,340.00	\$ 20,961.18	Local
00077634	V	3020	3020	Forensic Scientist Supervisor			Reg	\$ 125,642.00	\$ 28,520.73	Local
00077635	F	4020	4020	Forensic Scientist (Crime Scen	Roundtree,Stacy LaShea	8/25/2013	Reg	\$ 87,376.00	\$ 19,834.35	Local
00077636	F	2020	2020	Forensic Evidence Analyst	Palmer,Catryna L.	7/28/2014	Reg	\$ 84,894.00	\$ 19,270.94	Local
00077889	F	3010	3010	Special Assistant	Harmon,Kimary	12/1/2013	Reg	\$ 80,784.94	\$ 18,338.18	Local
00078047	F	1085	1080	Community Outreach Specialist	Dixon,Daynne N	5/30/2017	Reg	\$ 87,664.00	\$ 19,899.73	Local
00082153	F	1060	1060	Attorney Advisor	Smith,Todd Christhom	1/9/2017	Reg	\$ 97,831.00	\$ 22,207.64	Local
00082589	F	1015	1015	STAFF ASSISTANT	Jackson,Lavonia	7/25/2016	Reg	\$ 63,835.00	\$ 14,490.55	Local
00082609	F	1040	1040	Information Technology Special	Salbukou,Uladzimi r	1/9/2017	Reg	\$ 90,607.00	\$ 20,567.79	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00082610	F	4020	4020	Crime Scene Sciences Manager	Wheeler- Moore,Alesia	10/1/2018	Reg	\$ 137,709.25	\$ 31,260.00	Local
00082645	F	4020	4020	Forensic Scientist (Crime Scen	Jeter,Kevin W	1/22/2019	Reg	\$ 87,376.00	\$ 19,834.35	Local
00082646	F	2020	2020	Forensic Scientist (Digital Ev	Silva,Mareena	4/7/2014	Reg	\$ 76,199.00	\$ 17,297.17	Local
00082722	F	2020	2020	Forensic Scientist (II)	Ciacco,Samantha D.	2/10/2014	Term	\$ 89,858.00	\$ 20,397.77	Local
00082723	F	2020	2020	Forensic Scientist (II)	Kashiwabara,Wen dy	2/22/2016	Term	\$ 84,894.00	\$ 19,270.94	Local
00082807	V	1090	1090	Staff Assistant			Reg	\$ 49,570.00	\$ 11,252.39	Local
00082808	V	1015	1015	Quality Assurance Specialist			Reg	\$ 85,149.00	\$ 19,328.82	Local
00082809	F	4020	4020	Forensic Scientist Shift Super	Allie,John C	10/3/2016	Reg	\$ 99,807.00	\$ 22,656.19	Local
00082810	F	1090	1090	Management and Program Analyst	Gueye,Aida	9/10/2012	Reg	\$ 73,906.00	\$ 16,776.66	Local
00082811	F	1040	1040	IT SPECIALIST	Reedy, Jacqueline	7/27/2015	Reg	\$ 80,785.00	\$ 18,338.20	Local
00082812	F	1040	1040	INFO. TECH. SPECIALIST	Woodland Jr.,Stephon R	5/16/2018	Reg	\$ 59,727.00	\$ 13,558.03	Local
00082813	F	4020	4020	Forensic Scientist (Crime Scen	Sylvester,Ninotchk a E	10/6/2013	Reg	\$ 82,412.00	\$ 18,707.52	Local
00082814	F	4020	4020	Central Evidence Specialist	McDowney,LaToy	12/28/2015	Reg	\$ 66,679.00	\$ 15,136.13	Local
00082815	F	4020	4020	Forensic Scientist (Crime Scen	Jones,April	3/7/2016	Reg	\$ 82,412.00	\$ 18,707.52	Local
00082816	V	1085	1080	Public Affairs Specialist			Reg	\$ 73,906.00	\$ 16,776.66	Local
00082817	F	2020	2020	Forensic Scientist III (DNA Ex	Curtis,Daniel Sterling	6/2/2014	Reg	\$ 95,046.00	\$ 21,575.44	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00083071	V	4020	4020	Forensic Scientist (Crime Scen			Reg	\$ 53,620.00	\$ 12,171.74	Local
00083072	F	2020	2020	Forensic Scientist I (DNA)	McNeil,Kamedra D	2/24/2014	Term	\$ 70,831.00	\$ 16,078.64	Local
00083073	V	2020	2020	Forensic Scientist (DNA)			Reg	\$ 53,620.00	\$ 12,171.74	Local
00083074	F	2020	2020	Forensic Science Technician (F	Conyers,Shelby C	11/13/2017	Reg	\$ 55,333.00	\$ 12,560.59	Local
00083075	F	2020	2020	Forensic Science Technician (F	Booth,Emily	2/21/2017	Term	\$ 55,333.00	\$ 12,560.59	Local
00083091	F	2020	2020	Forensic Science Technician (F	Ruiz- Reyes,Jakeline	5/21/2012	Reg	\$ 60,472.00	\$ 13,727.14	Local
00083092	F	2020	2020	Forensic Scientist (Crime Scen	Bist, Vaibhav	3/19/2018	Reg	\$ 64,603.00	\$ 14,664.88	Local
00083093	F	2020	2020	Forensic Scientist (Firearms &	Bustamante,Elizab eth A	1/12/2015	Reg	\$ 82,412.00	\$ 18,707.52	Local
00083094	F	2020	2020	Forensic Scientist (Firearms &	Rachael, Ashley E.	11/3/2014	Reg	\$ 82,412.00	\$ 18,707.52	Local
00083095	F	2020	2020	Forensic Scientist (Firearms &	Elder,Cody Joseph	11/17/2014	Reg	\$ 82,412.00	\$ 18,707.52	Local
00083096	F	2020	2020	Forensic Scientist (Firearms &	North,Sarah	1/13/2014	Reg	\$ 82,412.00	\$ 18,707.52	Local
00085447	F	2020	2020	Forensic Scientist (Digital Ev	Kasumba Muhangi,Akil	2/23/2015	Reg	\$ 63,567.00	\$ 14,429.71	Local
00085448	V	2020	2020	Forensic Scientist (Digital Ev			Reg	\$ 59,727.00	\$ 13,558.03	Local
00085449	F	3020	3020	Lead Chemist	Jones,Brandon	7/11/2016	Reg	\$ 97,999.00	\$ 22,245.77	Local
00085494	V	2020	2020	Staff Assistant			Reg	\$ 49,570.00	\$ 11,252.39	Local
00086153	F	2020	2020	Forensic Science Technician (C	Enad,Jonah	9/6/2016	Term	\$ 60,472.00	\$ 13,727.14	Local
00087511	F	2020	2020	Forensic Scientist I (DNA)	Feiter, Andrew	10/6/2014	Term	\$ 70,831.00	\$ 16,078.64	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00087608	F	4020	4020	Forensic Scientist Shift Super	Stone,Kristie L	8/26/2013	Reg	\$ 99,807.00	\$ 22,656.19	Local
00087611	F	4020	4020	Forensic Scientist Shift Super	Holder,James R	8/6/2018	Reg	\$ 97,705.80	\$ 22,179.22	Local
00087612	V	4020	4020	Central Evidence U	Jnit Manager		Reg	\$ 125,642.00	\$ 28,520.73	Local
00087613	F	4020	4020	Forensic Scientist Shift Super	Price,Erin M	10/6/2013	Reg	\$ 99,807.00	\$ 22,656.19	Local
00087614	F	1015	1015	Training and Development Speci	Fried,Jonathan	3/23/2015	Reg	\$ 93,336.00	\$ 21,187.27	Local
00087617	F	1090	1090	Program Analyst	Burke,Curtis	11/30/2015	Reg	\$ 69,327.00	\$ 15,737.23	Local
00087626	F	4020	4020	Fleet and Logistics Manager	Starner,Joseph	12/28/2015	Reg	\$ 106,459.85	\$ 24,166.39	Local
00087642	V	4010	4010	Forensic Science Technician (C			Reg	\$ 53,620.00	\$ 12,171.74	Local
00087924	F	4020	4020	Crime Scene Analyst	Kimvilakani,Andre M	1/22/2019	Reg	\$ 87,376.00	\$ 19,834.35	Local
00087925	F	4020	4020	Forensic Intelligence Analyst	Lopez- Jauffret,Charlotte M	3/19/2018	Reg	\$ 51,155.00	\$ 11,612.19	Local
00087971	F	4020	4020	Central Evidence Specialist	Butler,Ebony M	7/13/2015	Reg	\$ 66,679.00	\$ 15,136.13	Local
00087972	F	4020	4020	Central Evidence Specialist	Younger, Nakisha J	10/6/2013	Reg	\$ 66,679.00	\$ 15,136.13	Local
00087973	F	4020	4020	Central Evidence Specialist	Everett,Kimberly M	10/6/2013	Reg	\$ 55,333.00	\$ 12,560.59	Local
00087975	F	2020	2020	Forensic Scientist (II)	Milligan,Stephen	3/7/2016	Term	\$ 84,894.00	\$ 19,270.94	Local
00088246	F	1060	1060	Paralegal Specialist	Stempel, Andrea O	1/8/2018	Reg	\$ 61,647.00	\$ 13,993.87	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00088248	F	4020	4020	Forensic Scientist (Crime Scen	Iorio,Ashley	3/7/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00088249	F	4020	4020	Forensic Scientist (Crime Scen	Hartsock, Elyssa	1/11/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00088250	F	4020	4020	Forensic Scientist (Crime Scen	Schmidt,Gillian	3/7/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00088251	F	4020	4020	Forensic Scientist (Crime Scen	Elensky,Rebecca	8/10/2015	Reg	\$ 64,603.00	\$ 14,664.88	Local
00088252	F	4020	4020	Forensic Scientist (Crime Scen	Brokaw,Barry	3/7/2016	Reg	\$ 70,831.00	\$ 16,078.64	Local
00088253	F	4020	4020	Forensic Scientist (Crime Scen	Fields III,James A	11/26/2018	Reg	\$ 87,376.00	\$ 19,834.35	Local
00088254	F	4020	4020	Forensic Scientist (Crime Scen	Langford,Rodney J	12/12/2016	Reg	\$ 89,858.00	\$ 20,397.77	Local
00088255	F	4020	4020	Forensic Scientist (Crime Scen	Keisling,Matthew	12/12/2016	Reg	\$ 89,858.00	\$ 20,397.77	Local
00088256	F	4020	4020	Forensic Scientist (Crime Scen	Sabolich,Adam R	5/29/2018	Reg	\$ 53,620.00	\$ 12,171.74	Local
00088257	F	4020	4020	Forensic Scientist (Crime Scen	Cheaver,Erika	3/7/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00088258	F	4020	4020	Forensic Scientist (Crime Scen	Miller,Brianna	3/7/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00088259	F	4020	4020	Forensic Scientist (Crime Scen	Daniels,Erin	5/6/2013	Reg	\$ 82,412.00	\$ 18,707.52	Local
00088260	F	4020	4020	Forensic Scientist (Crime Scen	Yandura, Danielle	8/10/2015	Reg	\$ 70,831.00	\$ 16,078.64	Local
00088261	F	4020	4020	Forensic Scientist (Crime Scen	Williams,Jerome A	1/7/2019	Reg	\$ 87,376.00	\$ 19,834.35	Local
00088262	F	4020	4020	Forensic Scientist (Crime Scen	Harris,Laura	6/13/2016	Reg	\$ 84,894.00	\$ 19,270.94	Local
00088263	F	4020	4020	Central Evidence Specialist	Sevigny,Melissa L	6/26/2017	Reg	\$ 57,046.00	\$ 12,949.44	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00088264	F	4020	4020	Central Evidence Specialist	McCraw,Richard	8/22/2016	Reg	\$ 66,679.00	\$ 15,136.13	Local
00088265	F	4020	4020	Forensic Scientist III	Everett,Shane	4/3/2017	Reg	\$ 95,046.00	\$ 21,575.44	Local
00088266	F	4020	4020	Forensic Scientist III	Ryan,DeAnna M	5/6/2013	Reg	\$ 95,046.00	\$ 21,575.44	Local
00088267	F	4020	4020	Forensic Scientist III	Strong,Leother M	3/19/2018	Reg	\$ 95,046.00	\$ 21,575.44	Local
00088268	F	4020	4020	Forensic Scientist III	Beaven,Mary	5/31/2016	Reg	\$ 100,952.00	\$ 22,916.10	Local
00088269	F	2020	2020	Forensic Scientist (II)	Hickey,Stephanie A	8/22/2016	Reg	\$ 79,930.00	\$ 18,144.11	Local
00088270	F	2020	2020	Forensic Scientist III (DNA Ex	Parker,Hope	8/22/2016	Reg	\$ 92,093.00	\$ 20,905.11	Local
00088271	F	2020	2020	Forensic Intelligence Analyst	Mastrovito,Christi ne D.	10/1/2012	Reg	\$ 96,065.00	\$ 21,806.76	Local
00088282	F	1055	1055	Safety & Occup. Health Spec.	Mando,Rachel P	10/30/2017	Reg	\$ 67,407.00	\$ 15,301.39	Local
00088283	F	1090	1090	Quality Assurance Specialist	Buszka,Jeffrey M	5/20/2013	Reg	\$ 96,065.00	\$ 21,806.76	Local
00088284	F	4020	4020	Forensic Scientist (Crime Scen	Roberts, Myeshia	8/26/2013	Reg	\$ 82,412.00	\$ 18,707.52	Local
00088285	F	4020	4020	Forensic Scientist (Crime Scen	Benner,Stephanie Frances	9/23/2013	Reg	\$ 82,412.00	\$ 18,707.52	Local
00088286	F	4020	4020	Forensic Scientist III	Hansohn II,Edward C	8/21/2017	Reg	\$ 97,999.00	\$ 22,245.77	Local
00088287	F	4020	4020	Forensic Scientist III	Mendez, Amanda	9/19/2016	Reg	\$ 97,999.00	\$ 22,245.77	Local
00088288	F	3020	3020	Chemist	Turner,Stacey D	6/11/2018	Reg	\$ 70,831.00	\$ 16,078.64	Local
00088289	F	4020	4020	Crime Scene Analyst	Shymansky Jr.,Edward L	9/6/2016	Reg	\$ 97,999.00	\$ 22,245.77	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00088319	F	1060	1060	Paralegal Specialist	Hall,Shannon P	6/24/2013	Reg	\$ 63,567.00	\$ 14,429.71	Local
00090760	F	100F	100F	AGENCY FISCAL OFFICER	Parker,Lorrelle C	7/10/2017	Reg	\$ 133,259.00	\$ 30,249.79	Local
00090864	V	1040	1040	Information Techn	ology Special		Reg	\$ 85,149.00	\$ 19,328.82	Local
00090868	F	4020	4020	Fleet Services Coordinator	Heard,Trevor	10/17/2016	Reg	\$ 72,907.00	\$ 16,549.89	Local
00090875	V	2020	2020	Forensic Intelligence Analyst			Reg	\$ 85,149.00	\$ 19,328.82	Local
00090876	F	4020	4020	Forensic Scientist Shift Super	Slaughter,Keith D	8/6/2018	Reg	\$ 97,705.80	\$ 22,179.22	Local
00090878	F	4020	4020	Forensic Scientist (Crime Scen	Vann,Danielle	3/21/2016	Term	\$ 82,412.00	\$ 18,707.52	Local
00090880	F	4020	4020	Forensic Scientist (Crime Scen	Sloan,William J	10/16/2017	Reg	\$ 82,412.00	\$ 18,707.52	Local
00090883	F	4020	4020	Forensic Scientist (Crime Scen	Jones,Tanesha	2/6/2017	Reg	\$ 84,894.00	\$ 19,270.94	Local
00090884	F	4020	4020	Forensic Scientist (Crime Scen	Covington,Nathani el	6/12/2017	Reg	\$ 87,376.00	\$ 19,834.35	Local
00090885	F	4020	4020	Forensic Scientist (Crime Scen	Brooks, Tiffany	3/20/2017	Reg	\$ 84,894.00	\$ 19,270.94	Local
00090886	F	4020	4020	Forensic Scientist (Crime Scen	Narowski,Joy	7/24/2017	Reg	\$ 84,894.00	\$ 19,270.94	Local
00090887	F	3020	3020	Laboratory Operations Analyst	Mccarroll,Matthew	12/14/2015	Reg	\$ 83,078.00	\$ 18,858.71	Local
00090891	F	4020	4020	Forensic Scientist (Crime Scen	Rojas,Janice	12/12/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00090892	F	4020	4020	Forensic Scientist (Crime Scen	Gervasoni, Melissa	12/12/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary	Fringe	Federal/Local Requirement
00090893	F	4020	4020	Forensic Scientist (Crime Scen	Bohme, Victoria	12/12/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00090894	F	4020	4020	Forensic Scientist (Crime Scen	Barnes,Takarah	7/25/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00090895	F	4020	4020	Forensic Scientist (Crime Scen	Ayala,Guadalupe	3/7/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00090896	F	4020	4020	Forensic Scientist (Crime Scen	Schuster,Rosemari e	12/12/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00090898	F	4020	4020	Forensic Scientist (Crime Scen	Thompson,Imani M.	12/12/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00090899	F	4020	4020	Forensic Scientist (Crime Scen	Wilson,Reginald	6/27/2016	Reg	\$ 64,603.00	\$ 14,664.88	Local
00091353	F	2020	2020	Forensic Scientist (Fingerprin	Pfiffner,Katherine	8/7/2017	Reg	\$ 55,333.00	\$ 12,560.59	Local
00091354	F	2020	2020	Forensic Scientist Technical L	Reitnauer, Andrew	12/12/2016	Reg	\$ 116,754.00	\$ 26,503.16	Local
00091355	V	2020	2020	Assistant Director(Forensic Sc			Reg	\$ 125,642.00	\$ 28,520.73	Local
00091356	F	2020	2020	Firearms Examination Superviso	Arendse, Wayne E	2/5/2018	Reg	\$ 106,191.00	\$ 24,105.36	Local
00091357	F	1090	1090	PROGRAM ANALYST	Clements,Kimberl	2/10/2014	Reg	\$ 96,064.62	\$ 21,806.67	Local
00091358	V	2020	2020	Forensic Scientist (Firearms &			Reg	\$ 53,620.00	\$ 12,171.74	Local
00091359	F	2020	2020	Forensic Scientist (Firearms &	Mulderig,Michael P	9/5/2017	Reg	\$ 103,905.00	\$ 23,586.44	Local
00091980	F	2020	2020	Forensic Intelligence Manager	Maliky,Abdel G	4/20/2015	Reg	\$ 104,702.00	\$ 23,767.35	Local
00092026	F	3020	3020	Medical Technologist	Cunanan, Abigail	4/3/2017	Term	\$ 74,987.00	\$ 17,022.05	Local

Posn Nbr	Vac Stat	Prgm Code	Activity	Title	Name	Hire Date	Reg/ Temp/ Term	Salary		Fringe	Federal/Local Requirement
00092027	F	3020	3020	Medical	Zelaya,Elizabeth	6/12/2017	Term	\$ 74,987.00	\$	17,022.05	Local
				Technologist				,,,	_	,	
00092028	F	3020	3020	Medical Technologist	Edwards, Denise	4/3/2017	Term	\$ 89,856.00	\$	20,397.31	Local
00092193	F	2010	2010	Forensic Science Technician (F	Gilliam,Maya M	8/21/2017	Term	\$ 58,759.00	\$	13,338.29	Local
00092194	F	2010	2010	Forensic Science Technician (F	Cuffy,Charles	3/5/2018	Temp	\$ 57,046.00	\$	12,949.44	Local
00093542	F	3020	3020	Chemist	Salido,Sandra I	11/27/2017	Reg	\$ 92,340.00	\$	20,961.18	Local
00093543	F	3020	3020	Chemist	Clothier,Morgan M.	12/26/2017	Reg	\$ 65,611.00	\$	14,893.70	Local
00094732	F	3020	3020	Laboratory & Epidemiology Coor	Deot,Nia	1/7/2019	Term	\$ 73,906.00	\$	16,776.66	Local
00096992	F	3020	3020	Medical Technologist	Lowry,Jessica E	10/15/2018	Term	\$ 72,915.00	\$	16,551.71	Local
00097064	F	4020	4020	Staff Assistant	Norris,Jeanete' R.	9/19/2016	Temp	\$ 55,910.00	\$	12,691.57	Local
00097168	V	2020	2020	Forensic Science Technician (F			Reg	\$ 53,620.00	\$	12,171.74	Local

- 13. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by the agency during FY18 and FY19, 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 spent;
 - d. The term of the contract;
 - e. Whether the contract was competitively bid;
 - f. The name of the agency's contract monitor and the results of any monitoring activity; and
 - g. The funding source.

The following information was provided by the Office of Contracts and Procurement, Contracting Officer assigned to DFS.

			FY2018			
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
Competitive	Brittany Graham	ANSI-ASQ National Accreditation Board	ISO/IEC Accreditation Services	0100	10/19/2017- 10/18/2018	\$128,725
Competitive	Andrea Borchardt	Bode Cellemark Forensics	Serology and DNA Testing	0100 & 8200	6/24/2018- 6/23/2019	Not to Exceed (NTE) \$3,048,106
Competitive	Patty McMullen	MDM Office Supplies	Office Supplies	0100	4/2/2018- 4/1/2019	\$125,586
Competitive	Patty McMullen	Wilson Dependable	Lab Supplies	0100	3/26/2018- 3/25/2019	\$29,091
Competitive	Patty McMullen	BlueBay Office	Office Supplies	0100	3/12/2018- 3/11/2019	\$6,026
Competitive	Patty McMullen	MDM Office Supplies	Office Supplies	0100	3/12/2018- 3/11/2019	\$7,664
Competitive	Patty McMullen	Wilson Dependable	Lab Supplies	0100	3/29/2018- 3/28/2019	\$119,156
Competitive	Patty Grier	DuPont Computers	PPE Supplies	0100	3/29/2018- 3/28/2019	\$26,845
Competitive	Kimary Harmon	Excel Courier	Courier Services	0100	4/30/2018- 4/29/2019	\$100,000
Competitive	Jonathan Pope	Leeds Precision Instruments	EvoFinder Automated Ballistic System	1734	6/22/2018- 9/30/2018	\$275,000

			FY2018			
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
Competitive	Competitive Jonathan Pope		Firearm Toolmark Examiner	0100 & 0700	6/1/2017- 5/31/2018	\$550,000
Competitive	Jonathan Pope	Ron Smith & Associates	Latent Fingerprint Analysis	0100	6/1/2018- 5/31/2019	\$550,000
Competitive	Jonathan Pope	Ron Smith & Associates	Firearm Toolmark Examiner	0100 & 0700	6/1/2018- 5/31/2019	\$695,000
Competitive	ve Jonathan Pope Ron Smith & Associates				6/1/2018- 5/31/2019	\$575,000
Competitive	Luke Short	Mesa Laboratories	Temperature Monitoring	0100	5/24/2016- 5/23/2017	\$19,850
Competitive	Kimary Harmon	Midtown Personnel	Temporary Staffing	0100 & 0700	7/28/2017- 7/27/2018	\$79,715
Competitive	Andrea Borchardt	Signature Sciences	DNA Testing	0100	6/24/2018- 6/23/2019	Not to Exceed (NTE) \$2,241,386
Competitive	Andrea Borchardt	Sorenson Forensics	DNA Testing	0100	6/24/2018- 6/23/2019	Not to Exceed (NTE) \$2,224,845
Competitive	Deshaun Steele	STA CS DNA	STACS-CW Enterprise system	0100	6/14/2018- 7/15/2018	\$115,000
Competitive	Andrea Borchardt	Verogen	Next Generation Sequencing	0100	7/16/2018- 1/15/2019	\$60,000

			FY2019			
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
Competitive	Andrea Borchardt	Verogen	Next Generation Sequencing	Waiting for contracting officer to issue purchase order	1/16/2019- 7/14/2019	\$60,000
Competitive	Luke Short	Gerstel	Gerstel Agilent Instrumentation	0700	1/21/2019- 9/30/2019	\$557,000

			FY2019			
Competitive	Contract	Vendor	Service	Funding	Contract	Contract
or Sole	Administrator			Source	Term	Amount
Cooperative	Dr. Anthony	The Remi	Equipment	0100 and	10/1/18-	\$592,595.52
Agreement	Tran	Group	Maintenance	PHN19	9/30/19	
			Program			

Department of Forensic Sciences FY2018

FY2018 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

Mission

The mission of the Department of Forensic Sciences (DFS) is to produce high quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices, unbiased science, and transparency with the overall goal of enhancing public health and safety.

Summary of Services

DFS provides independent analysis of evidence and samples submitted by agencies within the District of Columbia and its federal neighbors. The Forensic Science Laboratory Division analyzes evidence submitted from criminal cases, including DNA, fingerprints, firearms, materials, and digital evidence. The DFS also provides expert witness testimony in defense of their analytical reports in the District's courts of law. The Public Health Laboratory Division provides diagnostic and analytical testing for biological pathogens and chemical agents from clinical, environmental, or food sources and provides emergency response testing. The Crime Scene Sciences Division provides the collection, analysis, processing, and preservation of evidence found at crime scenes in the District. The DFS Directorate supports the work of the entire agency through strategic direction, training, quality assurance, research, recruitment and hiring of personnel, information technology, data management, fleet management, procurement, and other administrative support services. The Scientific Advisory Board provides guidance by providing peer review to ensure that scientifically valid protocols are developed, followed, and updated.

FY18 Top Accomplishments

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
Through a partnership with Office of Contracting and Procurement, the Department of Forensic Sciences developed the DFS Laboratory Equipment Maintenance Management Program managed by one vendor to replace over 40 service agreements into one consolidated agreement covering over 450 pieces of laboratory equipment and instruments.		The Department of Forensic Sciences consolidated agreement created efficiency by reducing staff time managing multiple service agreements and future cost savings.
The Digital Evidence Unit increased completed cases by 90% from 334 completed cases in FY17 to 636 cases in FY18.		The Digital Evidence Unit established protocols, procedures, and quality practices in FY18 for accreditation under International Laboratory Standards, and expects final accreditation certification in Q1 FY19.
The Department's Forensic Chemistry Unit (FCU) took over general drug testing from the Drug Enforcement Administration, totaling over 800 exhibits since the transfer of responsibility in April. The FCU also supported the development of the new District SAFE DC legislation (K2 Bill), the first in the nation to include categories that are adaptable to a wide range of emerging drugs, such as synthetic cathinones, synthetic cannabinoids, and synthetic opioids. In recognition, the Centers for Disease Control and Prevention (CDC) awarded the Department's Public Health Laboratory (PHL) a	Since then, FCU received accreditation to test for purity analysis of heroin, so that now all District drug cases may be tested at the FCU. This accomplishment not only supports drug testing for District offenses, but it also supports the	

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
national award for "Innovative Collaborations with First Responder Communities" for on-going support to the opioid crisis in the District. Finally, the CDC awarded \$1.07M to the Department to develop and build a surveillance laboratory to monitor synthetic opioids and other novel drugs in the District.	national opioid crisis in relation to public health.	

2018 Strategic Objectives

Objective Number	Strategic Objective
1	Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical and emergency response testing.
2	Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support.
3	Create and maintain a highly efficient, transparent and responsive District government.**

2018 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
	Our three	overarchin	g core servi	es are: c	rime scene				execute their own core services to the public lence analysis, and public health laboratory
Percent of crime scenes responded to within 30 minutes	Quarterly	90%	69%	66.1%	67.9%	72.5%	69%	Unmet	Once the Crime Scene Scientists' Division receives a call from the Office of Unified Communications, scientists are delayed before they are able to leave the department to respond to a scene. Scientists must communicate with responding officers on the scene to get additional details to make sure the right equipment and materials are being transported to the scene and utilized. This communication is often delayed, which results in the scientists taking longer times to leave the department to respond to a scene.
Percent of Crime Scene Reports completed within 14 calendar days.	Quarterly	95%	69.5%	84%	75.4%	73.7%	75.3%	Unmet	Crime Scene reports require a supervisor's signature before it is complete. DFS hired two Crime Scene supervisor and Manager in Q4, which will reduce the number of days it takes a supervisor to sign-off on employee reports. The

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
									number of crime scene processed increased each quarter, which affected the average turnaround time since there were more reports.
Percentage of requested homicide cases completed within 60 days from the date the analyst was assigned the case	Quarterly	90%	98%	96.8%	98%	99%	97.5%	Met	
Percent of Biological Terrorism and Chemical Terrorism samples analyzed within 24 hours	Quarterly	90%	100%	100%	No applicable incidents	100%	100%	Met	
Percentage of priority cases as designated by the contributor and marked in LIMS completed within 60 days from the date the analyst was assigned the case	Quarterly	90%	100%	100%	100%	100%	100%	Met	
The ratio of new assays/tests in comparison of total tests offered at the Public Health Laboratory	Quarterly	0.1	No applicable incidents	0.3	0	0.1	0.1	Met	
the legal mandate	to make ar	nalysis docı	uments avail	able. Th	ne science la	b units v	vill each hav	e administr	nical units by ensuring compliance with ative support services to maintain I legal support. (4 Measures)
Percent of action steps in a Quality Corrective Action Report that are completed by the action step date	Quarterly	90%	100%	100%	80%	92.3%	97.1%	Met	
Percent of scientists meeting technical competency requirements	Quarterly	90%	100%	100%	100%	100%	100%	Met	
	Quarterly	90%	100%	100%	100%	100%	100%	Met	

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Percent of safety incident reports submitted to DFS Safety Officer within 48 hours									
Percent of discovery requests completed within 21 days.	Quarterly	90%	90%	90%	90%	90.2%	90.1%	Met	

^{**}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 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
1 - Conduct professional and expedient crime scene responses, collect	ction, and storage of	evidence. a	nd evidenc	e collection	(2 Measur	es)
Number of evidence items received	Quarterly	17,575	17,230	19,375	20,180	18,590
Number of crime scenes processed	Quarterly	1322	1329	1559	1664	5874
1 - Conduct timely forensic analysis (8 Measures)						
Number of service requests from stakeholders	Quarterly	963	849	981	1134	3927
Number of CODIS database hits	Quarterly	54	53	41	61	209
Number of NIBIN database hits	Quarterly	118	211	266	240	835
Number of AFIS database entries	Quarterly	2798	2125	2192	2064	9179
Number of CODIS database entries	Quarterly	185	139	128	129	581
Number of NIBIN database entries	Quarterly	930	843	1003	891	3667
Number of AFIS database hits	Quarterly	661	488	456	492	2097
Number of firearms processed for test fire	Quarterly	518	490	536	451	1995
1 - Provide timely testing of pathogens of public health significance (3	3 Measures)					
Number of tests performed for each recieved public health sample	Quarterly	812	852	1047	1422	4133
Number of validation efforts performed	Quarterly	14	12	5	7	38
Number of Proficiency Tests performed	Quarterly	61	82	12	12	167

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
2 - Monitor quality compliance with certification requirements (3 N	Measures)	'	,	,	,	,
Number of Quality Corrective Action Requests opened	Quarterly	16	11	15	18	60
Number of stakeholder complaints received	Quarterly	0	0	0	0	0
Number of internal audits	Quarterly	2	0	1	2	5
2 - Offer training curriculum for professional development (1 Meas	ure)					
Number of training hours completed by employees	Quarterly	78	570	1904	848	3400
2 - Oversee the laboratory environment is both safe and healthy for	r staff. (1 Measur	e)				
Number of safety incidents reported	Quarterly	5	7	2	9	23
3 - Efficiently procure vital services and resources. (1 Measure)	·	'				'
Number of requisitions submitted into PASS	Quarterly	64	65	68	93	290
Number of requisitions submitted into PASS 3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure)	•					
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure)	•					
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure)	e for scientists and	l agency p	personnel to	deliver rep	ports and s	ervices to
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure) Number of IT service requests received 3 - Provide legal advice to the agency and facilitate stakeholder engagements.	e for scientists and	l agency p	personnel to	deliver rep	ports and s	ervices to
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure) Number of IT service requests received 3 - Provide legal advice to the agency and facilitate stakeholder engineers.	Quarterly gagement. (4 Me	820 easures)	sersonnel to	950	ports and se	autorices to
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure) Number of IT service requests received	Quarterly Quarterly Quarterly Quarterly	820 easures)	895	950 321	814 315	3479 1081
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure) Number of IT service requests received 3 - Provide legal advice to the agency and facilitate stakeholder engine stakeholder of discovery requests recieved Number of Subpoenas received and uploaded to LIMS	Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly	820 easures) 213	895 232 261	950 321 273	814 315 271	3479 1081 926
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure) Number of IT service requests received 3 - Provide legal advice to the agency and facilitate stakeholder engine the stakeholder of discovery requests recieved Number of Subpoenas received and uploaded to LIMS Number of FOIA Requests	Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly	820 easures) 213 121 2	895 232 261 4 3	950 321 273 3	315 271 7	3479 1081 926 16
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure) Number of IT service requests received 3 - Provide legal advice to the agency and facilitate stakeholder engine of discovery requests recieved Number of Subpoenas received and uploaded to LIMS Number of FOIA Requests Number of MOA/MOUs the agency enters into with other agencies 3 - Responsible for human capital management and recruitment for	Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly Quarterly	820 easures) 213 121 2	895 232 261 4 3	950 321 273 3	315 271 7	3479 1081 926 16
3 - Ensures all IT systems and databases are operational and secure Stakeholders. (1 Measure) Number of IT service requests received 3 - Provide legal advice to the agency and facilitate stakeholder engine to the stakeholder of discovery requests recieved Number of Subpoenas received and uploaded to LIMS Number of FOIA Requests Number of MOA/MOUs the agency enters into with other agencies	Quarterly Quarterly	820 213 121 2 6 as liaison t	895 232 261 4 3 o external of	950 321 273 3 1 entities. (1	315 271 7 4 Measure)	3479 1081 926 16 14

2018 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
CRIME SCENE TECH	NICAL UNIT (2 Strategic initiatives)			
Review and implement a more effective approach for the processing of evidence in the Chemical Laboratory (CL) for the Crime Scene Sciences Division.	In FY18, the Crime Scene Sciences Division will increase the use of new technology, such as the Reflective Ultraviolet Imaging System (RUVIS), in order to develop a strong workforce. The new technology will improve DFS personnel process in collecting latent prints, support the collection of DNA and trace materials from recovered items such as firearms, and increase the identification of offenders within DC and to other states. In addition, DFS will establish the best sequence to collect from visual examinations through to physical and chemical applications developing latent prints. Quarterly reviews will be supported to reflect quantitative and qualitative metrics and milestones in the process.	Complete	RUVIS is being utilized as a sequential examination method as a search and photographic method on applicable items to capture impressions that may be sufficient quality for examination purposes. During Q4, RUVIS was utilized in approximately 41% of cases received (204 out of 492), and in FY18, RUVIS was utilized in approximately 25% of cases assigned for examination (427 out of 1681 received).	
Create DFS CSS outreach/training program on evidence handling procedures for DFS customers.	In FY18, the Crime Scene Sciences Division will develop an outreach and training program for critical stakeholders, customers, and other District agencies to increase their knowledge on basic evidence handling, storage, and packaging. This will establish standardization throughout the evidence collection and preservation process. In addition, this will improve the seamless exchange of evidence among District agencies responsible for the preservation and safe storage of evidence. Quarterly reviews will be supported to reflect quantitative and qualitative metrics and milestones in the process.	Complete	DFS Training, MPD Crime Scene Investigations Division (CSID), and select MPD District officers have created a MPD Academy Crime Scene Training Program. This is an intensive 3 to 4-day training program that consists of photography, sketching, note taking, report writing, packaging, multiple mock scenes, and pass/fail competencies. The training for reserve officers is 3 days and the training for recruit officers is 4 days. During Q4, we have completed in-service training for approximately 85 reserve officers and have trained approximately 106 recruits and reserve officers in this program.	
FORENSIC SCIENCE	LAB UNIT (3 Strategic initiatives)			
Increase In-House DNA Testing at the Department of Forensic Sciences (DFS)	In FY18, the Forensic Biology Unit (FBU) will decrease systemic DNA outsource testing of its current volume of cases and conduct validated DNA testing in house. FBU will focus on training personnel, completing and streamlining work flow efficiencies with a goal of working 50% of cases in house by FY18 Q3 and 75% by FY18 Q4.	75-99%	In Q4 of FY18, the unit completed 43% of cases in-house. This is below the 75% target set for Q4. The unit reported a total of 228 cases in Q4, which was the largest number of cases reported inhouse since DFS' inception. However, there was a simultaneously record a high number of requests for testing in	The FBU currently has a capacity of 300 cases per quarter. The number of requests is trending up, however, from 355 and 349 respectively in Q1 and Q2, to 450 in Q3 (the highest in the agency's history) and 417 in Q4. The deduction of \$1m reduced the capacity for

Title	Description	Complete to Date	Status Update	Explanation
			FY18 (1571 requests for testing) the majority of which occurred in the second half of the year. As such, many cases were outsourced during that timeframe with over 300 of these cases being completed in Q4.	outsourcing in Q3 to 80, which then rebounded in Q4 to 302. It is recommended that future targets for FBU are based on an absolute capacity of 300 cases per quarter.
Implementation of Mideo Technology in the Latent Fingerprint and Firearms Examination Units	In FY18, DFS will continue to implement Mideo technology in the Latent Fingerprint Unit and Firearms Examination Unit. This technology will improve forensic case management and quality enhancements to ensure the accuracy and transparency of testing examinations in both units. Both units will address work flow, develop written policies and procedures, and competency measures in accordance with accreditation guidelines. Mideo will be fully implemented in both units by FY18-Q4.	75-99%	The Firearms Examination Unit (FEU) fully implemented Mideo and in Q4 drafted a standard operating procedure (SOP) ensure unit clarity of guidelines and technical operating usage. The Latent Finger Print Unit (LFU) is working towards finalizing the Mideo worksheets for testing in casework examinations. In addition, the LFU latent print chemical processing laboratory will also be utilizing the Mideo database for the acquisition of overall casework and evidentiary impressions for further examinations as a part of the normal case workflow. The Mideo SOP will be undergoing final revisions to incorporate the new workflow for implementation in casework.	Delayed installation of the software early in the project prevented this project from being completed on time. The final task is the acceptance of the procedure in the quality manual.
Examine the Impact of Forensic Intelligence Reports in the Criminal Justice Process	In FY18, the Forensic Intelligence Unit (FIU) will develop methods to analyze data from stakeholders and Forensic Science Laboratory units. This will help determine the overall criminal justice impact from DFS fingerprint, firearms, digital and DNA evidence examinations. In addition, FIU will determine overall utility and outcomes to investigations from hits/and or associations from forensic intelligence computer systems such as the Automated Fingerprint Identification System (AFIS), Combined DNA Index System (CODIS), and National Integrated Ballistic Information Network (NIBIN). FIU will produce a unit specific review each quarter (FBU -FY18-Q1, LFU-FY18-Q2, DEU-FY18-Q3 and FEU-FY18-Q4)	50-74%	The bi-weekly meeting with MPD, instituted by FIU in order to receive feedback on overall utility and outcomes of the forensic intelligence hits on case closure, is also ongoing. The Mayor's FY18 Summer Crime Initiative (SCI) has closed and FIU was successful in tracking daily offenses, confirming evidence submissions to DFS as well as prioritizing forensic examination requests, and collating analyzed information into viable intelligence. Finally, FIU has produced a review of the Firearms Examination Unit (FEU) highlighting the major achievements of the unit for this quarter.	The unit has experienced turnover in personnel and there are currently two vacant positions. Recruitment processes are underway.

Title	Description	Complete to Date	Status Update	Explanation
HUMAN RESOURC	ES (1 Strategic Initiative)			
Develop an Employee Retention Plan for the employees in the Firearms Examination Unit	In FY18, DFS will develop an employee retention plan specific to the Firearms Examination Unit (FEU) to increase the unit's personnel retention rate. Due to the national shortage of qualified individuals, FEU examiners are difficult to hire and retain. In Q1, DFS will research initiatives and identify existing incentives programs within District Government that could be utilized to retain FEU examiners. In addition, DFS will work with professional associations for Firearms Examiners to identify successful retention programs in other jurisdictions in order to improve retention. In Q2, DFS will also work with The Department of Human Resources to obtain feedback and provide retention plan recommendations to the Office of the Deputy Mayor for Public Safety and City Administrator.	Complete	In Q4, DFS worked with DCHR to explore the logistics and legislative requirements associated with the implementation of the plan. DCHR has taken the lead to work through OPLA to propose the 457 retirement benefits; and the student loan repayment initiative. DFS received advice that the 457 retirement benefits and the student loan proposals have been rejected.	
INFORMATION TEC	CHNOLOGY (1 Strategic Initiative)			
Implement a strategy to increase the digital and laboratory data storage capacity at the Department of Forensic Sciences	In FY18, DFS will launch the Forensic Digital Storage System to support storage of analytical data, clinical data, and digital evidence for the Forensic Science Laboratory, Public Health Laboratory, and Crime Scene Science Division. The system will support the exponential growth in data storage needs from 1 to 3 Terabytes of data a day due to the implementation of several advanced scientific and information technology systems.	25-49%	OCTO delayed installing the switch in Q3 due to organizational changes. However, it was installed in Q4 in addition to upgraded power circuitry. Migration of data was commenced albeit to a more conservative plan than originally proposed due to the departure of senior experienced staff.	DFS had difficulty gaining commitment which was then followed by unfulfilled promises from and by OCTO. OCTO dependent tasks are complete and data migration is underway
LABORATORY CER	TIFICATION (2 Strategic initiatives)			
Prepare the Forensic Chemistry Unit for ISO 17025 Laboratory Accreditation	Over FY18, DFS will incrementally take over the testing responsibilities for the District's illicit substance cases from the US Drug Enforcement Agency (DEA). By start of FY18-Q1, DFS Forensic Chemistry Unit (FCU) will have completed an internal desk audit by DFS Quality, and by ending of FY18-Q1, the FCU will undergo an external audit by ANSI-ASQ National Accreditation	Complete	January 8 - 10, the Forensic Chemistry Unit underwent an external audit by ANAB for international accreditation. They were awarded accreditation for Chemistry on February 13, 2018.	

Title	Description	Complete	Status Update	Evolonation
riue	νεοιημιστ	Complete to Date	Status Opuate	Explanation
	Board (ANAB), with accreditation to ISO/IEC 17025 by start of FY18-Q2.			
Prepare the Digital Evidence Unit for ISO 17025 Laboratory Accreditation	In FY18, DFS Digital Evidence Unit (DEU) will finalize policies, standard operating procedures and quality assurance and control documents to demonstrate compliance with international accreditation standards and achieve accreditation of ISO 17025 for FY18.	75-99%	The Digital evidence Unit (DEU) underwent an onsite inspection from ANAB August 27-30 for ISO 17025 accreditation. The DEU has 2 minor nonconformities that are being resolved. Once completed, the Digital Evidence Unit is expected to receive its formal accreditation.	An issue of timing. The accreditation assessment team conducted their assessment visit late in FY18. The two minor nonconformances are addressed by defined quality procedures within DFS, which is then followed by consideration by the external accreditation authority before formal accreditation is granted.
LABORATORY EXP	ANSION (2 Strategic initiatives)			
Implement Next Generation Sequence (NGS) Typing of microbial and human DNA	In FY18, DFS will implement the use of Next Generation Sequencing (NGS) technologies for both the Forensic Science Laboratory and the Public Health Laboratory (PHL) Division for the use of evidentiary samples and microbial samples of interest. The use of NGS will provide additional DNA information for investigators and allow PHL to participate in the PulseNet program to help identify food borne illness outbreaks within the District. By FY18 Q2, the PHL will be certified by the Centers for Disease Control and Prevention (CDC) PulseNet program for Salmonella. By FY18 Q4, the PHL will also have NGS implemented for Carbapenem Resistant Enterobacteriaceae determination.	50-74%	New Molecular Diagnostics Unit manager and the MDU team have completed successful runs and are preparing to complete runs with the certification strains provided by CDC. MDU is actively participating in Advanced Molecular Diagnostics and local STAPH-B (an infectious disease) conferences and preparing for high- throughput capacity. A newly hired molecular technologist is applying for WGS (Whole Genome Sequencing) PulseNet training at CDC and acceptance will result in two fully trained technologists. Both staff have completed almost all requirements for certification panels in Q4, which will be finalized in early FY19.	Lack of resources for staff, reagents and equipment delayed progress. In addition, the necessary expertise to lead the initiative needed to be recruited. Resources have now been allocated and the expertise has been recruited.
Explore a replacement for File on Q and	The District government currently uses two systems to manage evidence within the District. The	Complete	The consultant completed all work in Q3 and provided the report. In Q4,	

Title	Description	Complete	Status Update	Explanation
	-	to Date		•
JUSTICTRAX LIMS, to support a unified system to track evidence and property for the District.	Department of Forensic Sciences (DFS) uses JUSTICTRAX Laboratory Information Management System (LIMS) which maintains detailed data sets for evidence, from the scene to the court. The Metropolitan Police Department (MPD) uses File on Q (FoQ) which help in tracking items for storage and location that is limited in granularity and not suitable as a LIMS. DFS must use both systems to ensure stakeholder's needs are met which increases labor costs and turnaround time for the District. In FY18, DFS will explore new LIMS systems to replace both JUSTICTRAX LIMS and FoQ. DFS will develop a work group with MPD and OCTO that will review current system in order to establish requirements for the new LIMS system, evaluate various COTS products for suitability, and determine approximate costs to replace systems to help maintain the integrity of the District.		the report was used to develop a submission for capital funds for FY19-FY20 that will be used to purchase, configure and install a new LIMS, migrate existing data, and to train end users in its functions. The budget proposal was submitted and approved.	
PROFESSIONAL D	EVELOPMENT (1 Strategic Initiat	ive)		
Provide professional development to emerging leaders within DFS	In FY18, DFS will develop a training program for emerging leaders (non-managers and new managers) within the agency with a focus on core values, basics of management, emotional intelligence, and communicating effectively to advance DFS personnel professional contributions to the agency. This training program will supplement and enhance existing training curriculum provided by DCHR for nonmanagers who are interested in getting into management, and for new managers who need additional management skills. The plan will be finalize by end of FY18-Q2 for implementation	75-99%	All ten courses have been developed for the program and the training materials and slides are under final edit. In Q4, DFS contracted with an outside vendor for cultural norms assessment and will use the findings of that report to enhance the Emerging Leaders training that will be completed in the next FY.	The training program has been fully developed; however, DFS will implement the program in FY19.

Title	Description	Complete to Date	Status Update	Explanation
	throughout the remaining fiscal year.			
PUBLIC HEALTH	LAB UNIT (1 Strategic Initiative	e)		
Re-establish sexually transmitted disease testing into the Public Health Lab	In FY18, DFS Public Health Laboratory (PHL) will reestablish STD testing capabilities for the District to identify chlamydia, gonorrhea, and syphilis from samples received from District hospitals and health care facilities. This will help reduce the cost of outsourcing and improve the quality in services. PHL will follow current CDC recommendations for testing to ensure accurate and prompt results for appropriate diagnosis and surveillance. By FY18 Q2, the PHL will implement a pilot program for testing chlamydia and gonorrhea by molecular methods to provide robust data and information for the Department of Health (DOH). By FY18 Q4, syphilis testing will be implemented in an effort to support the DOH HIV/AIDS, STD, Hepatitis, and TB Administration of the DOH.	75-99%	Discussions regarding gonorrhea culture and antimicrobial susceptibility testing have progressed with DC Health and we have an agreement in place to begin testing in Q4, pending funding from the CDC. Regardless of funding allocation from the CDC, this testing will commence in FY19.	The funding for the program was delayed as was agreement from the principal stakeholder. This has now been rectified.

Department of Forensic Sciences FY2018

Agency Department of Forensic Sciences	Agency Code FR0	Fiscal Year 2018
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Mission The mission of the Department of Forensic Sciences (DFS) is to produce high quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices, unbiased science, and transparency with the overall goal of enhancing public health and safety.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical and emergency response testing.	6	4
2	Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support.	4	3
3	Create and maintain a highly efficient, transparent and responsive District government.**	9	5
тот		19	12

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	
public in a timely manner. Our three overarching	1 - Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical and emergency response testing. (6 Measures)									
Percentage of requested homicide cases completed within 60 days from the date the analyst was assigned the case		Not available	Not available	Not Available	Not Available	82%	50%	94.3%	90%	
Percent of Biological Terrorism and Chemical Terrorism samples analyzed within 24 hours		Not available	Not available	Not Available	Not Available	Not Available	90%	100%	90%	
Percentage of priority cases as designated by the contributor and marked in LIMS completed within 60 days from the date the analyst was assigned the case		Not available	Not available	Not Available	Not Available	74%	50%	89.8%	90%	

The ratio of new assays/tests in comparison of total tests offered at the Public Health Laboratory	~	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure
Percent of Crime Scene Reports completed within 14 calendar days.	₹	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	95%
Percent of crime scenes responded to within 30 ninutes	~	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	90%
2 - Provide administrative support, training and r legal mandate to make analysis documents avail capacity in the form of training, continuing educa-	able. The scie	ence lab unit	ts will each	have admi	nistrative s	upport serv	vices to ma	-	
Percent of action steps in a Quality Corrective Action Report that are completed by the action step		Not available	Not available	Not Available	Not Available	77%	90%	91.3%	90%
Percent of scientists meeting technical competency equirements		Not available	Not available	Not Available	Not Available	97%	90%	99.5%	90%
Percent of safety incident reports submitted to DFS Safety Officer within 48 hours		Not available	Not available	Not Available	Not Available	98%	90%	92.3%	90%
Percent of discovery requests completed within 21	~	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	90%

^{**}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 Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
public in a timel	y manner. Our three overarchi	ublic health laboratory analysis to stakeholders so they can on go core services are: crime scene evidence collection, forence y response testing. (4 Activities)			
PUBLIC HEALTH LAB UNIT	Provide timely testing of pathogens of public health significance	The Public Health Laboratory will provide diagnostic, analytical and emergency response testing for biological pathogens and chemical agents from clinical, environmental, or food sources.	Daily Service	3	1
LABORATORY EXPANSION	Improve laboratory efficiency through technological advances.	DFS will continue to expand its capabilities as a top tier forensic and public health laboratory by implementing new scientific programs and investing in laboratory equipment infrastructure.	Key Project	0	2
FORENSIC SCIENCE LAB	Conduct timely forensic analysis	The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with	Daily Service	8	3

UNIT		industry standards and accreditation guidelines.			
CRIME SCENE TECHNICAL UNIT	Conduct professional and expedient crime scene responses, collection, and storage of evidence. and evidence collection	The Crime Scene Sciences Division will serve as stewards of evidence by maintaining custody of evidence from collection to storage at DFS.	Daily Service	2	2
ТОТ				13	8
legal mandate to	o make analysis documents ava	risk management oversight to our laboratory and technical lilable. The science lab units will each have administrative s cation, safety, risk management, quality and legal support. (upport services		
RISK MANAGEMENT	Oversee the laboratory environment is both safe and healthy for staff.	Establish, manage and ensure compliance of federal, district, and local regulations and policy; and provide medical surveillance to staff, mandates safety training for all staff members, and audits laboratory facilities to ensure a safe work environment.	Daily Service	1	0
PROFESSIONAL DEVELOPMENT	Offer training curriculum for professional development	Provide a training curriculum to DFS employees to ensure they maintain skill sets, meet standards of excellence, and deliver high quality, accurate, and reliable services.	Daily Service	1	1
LABORATORY CERTIFICATION	Monitor quality compliance with certification requirements	Assurance that DFS produces products that are fit for stakeholders' purposes by maintaining ISO 17025 accreditation for the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification, as well as, compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT).	Daily Service	3	2
тот				5	3
3 - Create and m	naintain a highly efficient, trans	parent and responsive District government.** (5 Activities)			
PERFORMANCE STATISTICS	Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment.	Analyze raw data and present graphical visuals of real-time workload from data obtained from LIMS, and other databases to better inform strategic leadership decisions to enhance laboratory services.	Key Project	1	0
INFORMATION TECHNOLOGY	Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to Stakeholders.	Promote and facilitate the effective integration of technology into the DFS divisions by developing, supporting, and maintaining a highly effective, reliable, secure, and innovative information systems to support agency needs.	Daily Service	1	1
PROCUREMENT	Efficiently procure vital services and resources.	Proactively procure the necessary services, supplies, and equipment for the laboratories to meet the daily needs of scientists and agency personnel.	Daily Service	1	0

HUMAN RESOURCES	Responsible for human capital management and recruitment for DFS and serves as liaison to external entities.	Supports the hiring of new employees and provides employee data on residency, on-board time, and performance plan completion from data pulled from PeopleSoft.	Daily Service	1	1
LEGAL	Provide legal advice to the agency and facilitate stakeholder engagement.	Facilitate stakeholder engagement, legally advise director level decision-making, train scientists for court testimony and presentation of scientific expertise, draft contracts and agreements with government and private organizations, and process discovery requests.	Daily Service	5	0
тот				9	2
тот				27	13

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Conduct professional and expedient crime scen	e responses, collection,	and storage of e	vidence. and eviden	nce collection (2 M	easures)
Number of evidence items received		Not available	Not Available	Not Available	88,683
Number of crime scenes processed		Not available	Not Available	Not Available	7196
1 - Conduct timely forensic analysis (8 Measures)					
Number of service requests from stakeholders		Not available	Not Available	Not Available	9649
Number of CODIS database hits		Not available	Not Available	Not Available	156
Number of NIBIN database hits		Not available	Not Available	349	385
Number of AFIS database entries		Not available	Not Available	Not Available	9035
Number of CODIS database entries		Not available	Not Available	Not Available	433
Number of NIBIN database entries		Not available	Not Available	Not Available	7231
Number of AFIS database hits		Not available	Not Available	Not Available	1516
Number of firearms processed for test fire		Not available	Not Available	1717	2226

1 - Provide timely testing of pathogens of public health si	gillioance (5 we	easures)			
Number of tests performed for each recieved public health sample		Not available	Not Available	Not Available	3505
Number of validation efforts performed		Not available	Not Available	Not Available	31
Number of Proficiency Tests performed		Not available	Not Available	Not Available	79
2 - Monitor quality compliance with certification requirem	ents (3 Measure	es)			
Number of Quality Corrective Action Requests opened		Not available	Not Available	129	109
Number of stakeholder complaints received		Not available	Not Available	20	4
Number of internal audits		Not available	Not Available	Not Available	4
2 - Offer training curriculum for professional developmen	t (1 Measure)				
Number of training hours completed by employees		Not available	Not Available	Not Available	2220
2 - Oversee the laboratory environment is both safe and h	ealthy for staff.	(1 Measure)			
Number of safety incidents reported		Not available	Not Available	91	41
3 - Efficiently procure vital services and resources. (1 Me	asure)				
Number of requisitions submitted into PASS		Not available	Not Available	Not Available	364
3 - Ensures all IT systems and databases are operational Stakeholders. (1 Measure)	and secure for s	cientists and agend	cy personnel to del	ver reports and ser	vices to
Number of IT service requests received		Not available	Not Available	4667	3921
3 - Provide legal advice to the agency and facilitate stakel	nolder engageme	ent. (5 Measures)			
Number of discovery requests		Not available	Not Available	Not Available	936
Number of Subpoenas received and uploaded to LIMS	~	Not available	Not Available	New Measure	New Measure
Number of discovery requests received	~	Not available	Not Available	New Measure	New Measure
Number of FOIA Requests	~	Not available	Not Available	New Measure	New Measure

Number of MOA/MOUs the agency enters into with other agencies	~	Not available	Not Available	New Measure	New Measure	
3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities. (1 Measure)						
Number of employees on-boarded		Not available	Not Available	Not Available	72	
3 - Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment. (1 Measure)						
Number of unique statistical reports generated		Not available	Not Available	Not Available	14	

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Implement a strategy to increase the digital and laboratory data storage capacity at the Department of Forensic Sciences	In FY18, DFS will launch the Forensic Digital Storage System to support storage of analytical data, clinical data, and digital evidence for the Forensic Science Laboratory, Public Health Laboratory, and Crime Scene Science Division. The system will support the exponential growth in data storage needs from 1 to 3 Terabytes of data a day due to the implementation of several advanced scientific and information technology systems.	09-30-2018
Develop an Employee Retention Plan for the employees in the Firearms Examination Unit	In FY18, DFS will develop an employee retention plan specific to the Firearms Examination Unit (FEU) to increase the unit's personnel retention rate. Due to the national shortage of qualified individuals, FEU examiners are difficult to hire and retain. In Q1, DFS will research initiatives and identify existing incentives programs within District Government that could be utilized to retain FEU examiners. In addition, DFS will work with professional associations for Firearms Examiners to identify successful retention programs in other jurisdictions in order to improve retention. In Q2, DFS will also work with The Department of Human Resources to obtain feedback and provide retention plan recommendations to the Office of the Deputy Mayor for Public Safety and City Administrator.	09-30-2018
Provide professional development to emerging leaders within DFS	In FY18, DFS will develop a training program for emerging leaders (non-managers and new managers) within the agency with a focus on core values, basics of management, emotional intelligence, and communicating effectively to advance DFS personnel professional contributions to the agency. This training program will supplement and enhance existing training curriculum provided by DCHR for non-managers who are interested in getting into management, and for new managers who need additional management skills. The plan will be finalize by end of FY18-Q2 for implementation throughout the remaining fiscal year.	09-30-2018
Prepare the Forensic Chemistry Unit for ISO 17025 Laboratory Accreditation	Over FY18, DFS will incrementally take over the testing responsibilities for the District's illicit substance cases from the US Drug Enforcement Agency (DEA). By start of FY18-Q1, DFS Forensic Chemistry Unit (FCU) will have completed an internal desk audit by DFS Quality, and by ending of FY18-Q1, the FCU will undergo an external audit by ANSI-ASQ National Accreditation Board (ANAB), with accreditation to ISO/IEC 17025 by start of FY18-Q2.	09-30-2018
Prepare the Digital Evidence Unit for	In FY18, DFS Digital Evidence Unit (DEU) will finalize policies, standard operating procedures and quality assurance and control documents to demonstrate compliance with international accreditation standards and achieve accreditation of ISO	09-30-2018

ISO 17025 Laboratory Accreditation	17025 for FY18.	
Increase In-House DNA Testing at the Department of Forensic Sciences (DFS)	In FY18, the Forensic Biology Unit (FBU) will decrease systemic DNA outsource testing of its current volume of cases and conduct validated DNA testing in house. FBU will focus on training personnel, completing and streamlining work flow efficiencies with a goal of working 50% of cases in house by FY18 Q3 and 75% by FY18 Q4.	09-30-2018
Implementation of Mideo Technology in the Latent Fingerprint and Firearms Examination Units	In FY18, DFS will continue to implement Mideo technology in the Latent Fingerprint Unit and Firearms Examination Unit. This technology will improve forensic case management and quality enhancements to ensure the accuracy and transparency of testing examinations in both units. Both units will address work flow, develop written policies and procedures, and competency measures in accordance with accreditation guidelines. Mideo will be fully implemented in both units by FY18-Q4.	09-30-2018
Examine the Impact of Forensic Intelligence Reports in the Criminal Justice Process	In FY18, the Forensic Intelligence Unit (FIU) will develop methods to analyze data from stakeholders and Forensic Science Laboratory units. This will help determine the overall criminal justice impact from DFS fingerprint, firearms, digital and DNA evidence examinations. In addition, FIU will determine overall utility and outcomes to investigations from hits/and or associations from forensic intelligence computer systems such as the Automated Fingerprint Identification System (AFIS), Combined DNA Index System (CODIS), and National Integrated Ballistic Information Network (NIBIN). FIU will produce a unit specific review each quarter (FBU -FY18-Q1, LFU-FY18-Q2, DEU-FY18-Q3 and FEU-FY18-Q4)	09-30-2018
Implement Next Generation Sequence (NGS) Typing of microbial and human DNA	In FY18, DFS will implement the use of Next Generation Sequencing (NGS) technologies for both the Forensic Science Laboratory and the Public Health Laboratory (PHL) Division for the use of evidentiary samples and microbial samples of interest. The use of NGS will provide additional DNA information for investigators and allow PHL to participate in the PulseNet program to help identify food borne illness outbreaks within the District. By FY18 Q2, the PHL will be certified by the Centers for Disease Control and Prevention (CDC) PulseNet program for Salmonella. By FY18 Q4, the PHL will also have NGS implemented for Carbapenem Resistant Enterobacteriaceae determination.	09-30-2018
Review and implement a more effective approach for the processing of evidence in the Chemical Laboratory (CL) for the Crime Scene Sciences Division.	In FY18, the Crime Scene Sciences Division will increase the use of new technology, such as the Reflective Ultraviolet Imaging System (RUVIS), in order to develop a strong workforce. The new technology will improve DFS personnel process in collecting latent prints, support the collection of DNA and trace materials from recovered items such as firearms, and increase the identification of offenders within DC and to other states. In addition, DFS will establish the best sequence to collect from visual examinations through to physical and chemical applications developing latent prints. Quarterly reviews will be supported to reflect quantitative and qualitative metrics and milestones in the process.	09-30-2018
Create DFS CSS outreach/training program on evidence handling procedures for DFS customers.	In FY18, the Crime Scene Sciences Division will develop an outreach and training program for critical stakeholders, customers, and other District agencies to increase their knowledge on basic evidence handling, storage, and packaging. This will establish standardization throughout the evidence collection and preservation process. In addition, this will improve the seamless exchange of evidence among District agencies responsible for the preservation and safe storage of evidence. Quarterly reviews will be supported to reflect quantitative and qualitative metrics and milestones in the process.	09-30-2018
Explore a replacement for	The District government currently uses two systems to manage evidence within the District. The Department of Forensic Sciences (DFS) uses JUSTICTRAX Laboratory Information Management System (LIMS) which maintains detailed data sets	09-30-2018

File on Q and JUSTICTRAX LIMS, to support a unified system to track evidence and property for the District.	for evidence, from the scene to the court. The Metropolitan Police Department (MPD) uses File on Q (FoQ) which help in tracking items for storage and location that is limited in granularity and not suitable as a LIMS. DFS must use both systems to ensure stakeholder's needs are met which increases labor costs and turnaround time for the District. In FY18, DFS will explore new LIMS systems to replace both JUSTICTRAX LIMS and FoQ. DFS will develop a work group with MPD and OCTO that will review current system in order to establish requirements for the new LIMS system, evaluate various COTS products for suitability, and determine approximate costs to replace systems to help maintain the integrity of the District.	
Re-establish sexually transmitted disease testing into the Public Health Lab	In FY18, DFS Public Health Laboratory (PHL) will re-establish STD testing capabilities for the District to identify chlamydia, gonorrhea, and syphilis from samples received from District hospitals and health care facilities. This will help reduce the cost of outsourcing and improve the quality in services. PHL will follow current CDC recommendations for testing to ensure accurate and prompt results for appropriate diagnosis and surveillance. By FY18 Q2, the PHL will implement a pilot program for testing chlamydia and gonorrhea by molecular methods to provide robust data and information for the Department of Health (DOH). By FY18 Q4, syphilis testing will be implemented in an effort to support the DOH HIV/AIDS, STD, Hepatitis, and TB Administration of the DOH.	09-30-2018

Department of Forensic Sciences FY2019

Agency Department of Forensic Sciences

Agency Code FRO

Fiscal Year 2019

Mission The mission of the Department of Forensic Sciences (DFS) is to produce high quality, timely, accurate, and reliable forensic science with the use of the best available technology and practices, unbiased science, and transparency with the overall goal of enhancing public health and safety.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Provide high-quality forensic science and public health laboratory analysis to stakeholders so they can execute their own core services to the public in a timely manner. Our three overarching core services are: crime scene evidence collection, forensic science analysis, and public health laboratory diagnostic, analytical, and emergency response testing.
2	Provide administrative support, training and risk management oversight to our laboratory and technical units by ensuring compliance with the legal mandate to make analysis documents available. The science lab units will each have administrative support services to maintain operational capacity in the form of training, continuing education, safety, risk management, quality and legal support.
3	Create and maintain a highly efficient, transparent and responsive District government.

2019 Key Performance Indicators

Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Up is Better	82%	94.3%	97.5%	90%
Up is Better	Not Available	Not Available	Not Available	90%
Up is Better	74%	89.8%	100%	90%
Up is Better	Not Available	Not Available	Not Available	90%
Up is Better	Not Available	Not Available	75.3%	95%
Up is Better	Not Available	Not Available	69%	90%
Up is Better	Not Available	Not Available	Not Available	90%
	Up is Better	Actual Actual	Actual Actual Actual Actual Actual	Actual Actual Actual Actual Actual A

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days.	Up is Better	Not Available	Not Available	Not Available	90%
Percent of all drugs will be transferred to Evidence Control Branch (ECB) within 30 days after all forensic testing is completed.	Up is Better	Not Available	Not Available	Not Available	90%
Percent of all rabies STAT specimen with human exposure are tested and reported to the Zoonotic Disease Epidemiologist within 24 hours or 1 business day of receipt i the laboratory	Up is Better	Not Available	Not Available	Not Available	95%
Percent of cases received in the Forensic Chemistry Unit will be tested and reported within 60 days of receipt in the laboratory.	Up is Better	Not Available	Not Available	Not Available	90%
Percent of proficiency tests received in the Biomonitoring and Analytical Chemistry Unit (BACU) will be completed and passed.	Up is Better	Not Available	Not Available	Not Available	80%
Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours	Up is Better	Not Available	Not Available	Not Available	90%
Percent of Chem Lab cases completed within three (3) business days of receipt by unit.	Up is Better	Not Available	Not Available	Not Available	90%
Percent of time eligible cartridge casings are entered into NIBIN within two (2) business days of receipt by agency.	Up is Better	Not Available	Not Available	Not Available	90%
Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s).	Up is Better	Not Available	Not Available	Not Available	90%
2 - Provide administrative support, training and risk management the legal mandate to make analysis documents available. The scie operational capacity in the form of training, continuing education,	ence lab units will ea	ch have admini	strative suppo	rt services to m	aintain
Percent of scientists meeting technical competency requirements	Up is Better	97%	99.5%	100%	95%
Percent of safety incident reports submitted to DFS Safety Officer within two business days	Up is Better	98%	92.3%	100%	100%
Percent of FOIA responses returned on time (15 business days)	Up is Better	Not Available	Not Available	Not Available	100%
Percent of overtime events preauthroized	Up is Better	Not Available	Not Available	Not Available	80%
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Up is Better	Not Available	Not Available	Not Available	100%
Percent of FOIA responses returned early (before 15 business days)	Up is Better	Not Available	Not Available	Not Available	100%
3 - Create and maintain a highly efficient, transparent and respons	sive District governr	nent. (9 Measu	res)		
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	Not Available	100%	Not Available
	Up is Better	Not Available	100%		Not Available

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)				Waiting on Data	
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	Not Available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de- obligated to the general fund at the end of year (Updated by OCA)	Down is Better	5.1%	0.8%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Down is Better	Not Available	13.7	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	163.2%	209.8%	Waiting on Data	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	Not Available	0%	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	12.5%	13%	Waiting on Data	Not Available
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
in a timely manne		aboratory analysis to stakeholders so they can execute their own core service e: crime scene evidence collection, forensic science analysis, and public healt I Activities)	
PUBLIC HEALTH AB UNIT	Provide timely testing of pathogens of public health significance	The Public Health Laboratory will provide diagnostic, analytical and emergency response testing for biological pathogens and chemical agents from clinical, environmental, or food sources.	Daily Service
ABORATORY EXPANSION	Improve laboratory efficiency through technological advances	DFS will continue to expand its capabilities as a top tier forensic and public health laboratory by implementing new scientific programs and investing in laboratory equipment infrastructure.	Key Project
ORENSIC SCIENCE LAB UNIT	Conduct timely forensic analysis		Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
		The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.	
CRIME SCENE TECHNICAL UNIT	Conduct professional and expedient crime scene responses, collection, and storage of evidence. and evidence collection	The Crime Scene Sciences Division will serve as stewards of evidence by maintaining custody of evidence from collection to storage at DFS.	Daily Service
the legal mandat	te to make analysis documents available.	agement oversight to our laboratory and technical units by ensuring co The science lab units will each have administrative support services to ducation, safety, risk management, quality and legal support. (3 Activi	maintain
RISK MANAGEMENT	Oversee the laboratory environment is both safe and healthy for staff	Establish, manage and ensure compliance of federal, district, and local regulations and policy; and provide medical surveillance to staff, mandates safety training for all staff members, and audits laboratory facilities to ensure a safe work environment.	Daily Service
PROFESSIONAL DEVELOPMENT	Offer training curriculum for professional development	Provide a training curriculum to DFS employees to ensure they maintain skill sets, meet standards of excellence, and deliver high quality, accurate, and reliable services.	Daily Service
LABORATORY CERTIFICATION	Monitor quality compliance with certification requirements	Assurance that DFS produces products that are fit for stakeholders' purposes by maintaining ISO 17025 accreditation for the agency, maintains Clinical Laboratory Improvement Act (CLIA) certification, as well as, compliance with applicable federal regulations such as the Division of Select Agents and Toxins (DSAT).	Daily Service
3 - Create and ma	aintain a highly efficient, transparent and	responsive District government. (5 Activities)	
PERFORMANCE STATISTICS	Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment	Analyze raw data and present graphical visuals of real-time workload from data obtained from LIMS, and other databases to better inform strategic leadership decisions to enhance laboratory services.	Key Project
NFORMATION TECHNOLOGY	Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders	Promote and facilitate the effective integration of technology into the DFS divisions by developing, supporting, and maintaining a highly effective, reliable, secure, and innovative information systems to support agency needs.	Daily Service
PROCUREMENT	Efficiently procure vital services and resources	Proactively procure the necessary services, supplies, and equipment for the laboratories to meet the daily needs of scientists and agency personnel.	Daily Service
HUMAN RESOURCES	Responsible for human capital management and recruitment for DFS and serves as liaison to external entities	Supports the hiring of new employees and provides employee data on residency, on-board time, and performance plan completion from data pulled from PeopleSoft.	Daily Service
LEGAL	Provide legal advice to the agency and facilitate stakeholder engagement	Facilitate stakeholder engagement, legally advise director level decision- making, train scientists for court testimony and presentation of scientific expertise, draft contracts and agreements with government and private organizations, and process discovery requests.	Daily Service



Measure	FY 2016	FY 2017	FY 2018
1 - Conduct professional and expedient crime scene responses, collection, and	nd storage of evidence. and evi	dence collection (2 N	Measures)
Number of evidence items received	Not Available	88,683	18,590
Number of crime scenes processed	Not Available	7196	5874
1 - Conduct timely forensic analysis (10 Measures)			
Number of service requests from stakeholders	Not Available	9649	3927
Number of CODIS database hits	Not Available	156	209
Number of NIBIN database hits	349	385	835
Number of AFIS database entries	Not Available	9035	9179
Number of CODIS database entries	Not Available	433	581
Number of NIBIN database entries	Not Available	7231	3667
Number of AFIS database hits	Not Available	1516	2097
Number of firearms processed for test fire	1717	2226	1995
Number of Gigabytes of data processed	Not Available	Not Available	Not Available
Number of items Chem Lab processed	Not Available	Not Available	Not Available
1 - Provide timely testing of pathogens of public health significance (3 Meas	ures)		
Number of tests performed for each recieved public health sample	Not Available	3505	4133
Number of validation efforts performed	Not Available	31	38
Number of Proficiency Tests performed	Not Available	79	167
2 - Monitor quality compliance with certification requirements (3 Measures)			
Number of Quality Corrective Action Requests opened	129	109	60
Number of stakeholder complaints received	20	4	0
Number of internal audits	Not Available	4	5
2 - Offer training curriculum for professional development (1 Measure)	'		

Measure	FY 2016	FY 2017	FY 2018						
Number of training hours completed by employees	Not Available	2220	3400						
2 - Oversee the laboratory environment is both safe and healthy for staff	(1 Measure)								
Number of safety incidents reported 91 41 23									
3 - Efficiently procure vital services and resources (1 Measure)									
Number of requisitions submitted into PASS	Not Available	364	290						
3 - Ensures all IT systems and databases are operational and secure for so stakeholders (1 Measure)	ientists and agency personne	el to deliver reports a	and services to						
Number of IT service requests received	4667	3921	3479						
3 - Provide legal advice to the agency and facilitate stakeholder engagen	nent (4 Measures)								
Number of Subpoenas received and uploaded to LIMS	Not Available	Not Available	926						
Number of discovery requests received	Not Available	Not Available	1081						
Number of FOIA Requests received	Not Available	Not Available	16						
Number of MOA/MOUs the agency enters into with other agencies Not Available Not Available									
3 - Responsible for human capital management and recruitment for DFS a	and serves as liaison to exterr	nal entities (1 Measu	re)						
Number of employees on-boarded	Not Available	72	40						

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Conduct professional	and expedient crime scene responses, collection, and storage of evidence. and evidence collection (3 Strategic i	nitiatives)
Evaluate the Utilization of the LEICA 3D Scanning Capability	The Crime Scene Sciences Unit has assessed the use of the LEICA 3D scanning capability with current stakeholder groups. CSSU will implement an outreach and training program to inform our law enforcement partners of the capabilities of the LEICA 3D Scanning System and to help them better understand the value of the technology. This outreach will highlight the benefits of utilizing the capability and help to inform as to which crime scenes the capability should be requested. Additionally, CSSU will obtain feedback from its partners on the impact that the post production scans have on criminal investigations and prosecutions, along with the successes and challenges of utilizing the capability. DFS will also, implement a post training program survey assessment to measure its effectiveness and post program usage of technology in their investigations/ prosecutions.	09-30-2019
	The Central Evidence Unit (CEU) will research and design a digitization process for the preservation, retention, and retrieval of the original MPD crime scene files stored at DFS. This process will include the scanning of all files and their	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Digitization of Legacy MPD Crime Scene Records	contents in a newly created secure database. The statute establishing the Department of Forensic Sciences, Chapter 5-1501.08 established the "transfer of personnel, records, functions, and authority' to the department. DFS became the custodian for MPD's records. It is conservatively estimated that there are approximately 8 million documents plus an inestimable number of crime scene film negatives, photographs etc. These records date back several decades and are deteriorating. To support this project, CEU will research multiple scanning software, develop a standard operating procedure, create the workflow process, and calculate the estimated time to complete such an extensive project.	
Develop a Quality Assessment System	CSSU will develop a quality assessment system using the DFS Dashboard to gather data on latent fingerprints developed by CSSU scientists. The data will be used to measure the correct application of the procedures being utilized by the scientist and the number of AFIS suitable prints that are obtained. This data would be used to inform management on individual performance and identify possible gaps in training.	09-30-2019
Conduct timely forens	sic analysis (5 Strategic initiatives)	
Establish NGS Capabilities for Missing Persons Identification and Casework	The Forensic Biology Unit (FBU) will establish Next Generation Sequencing (NGS) using a commercially available platform for use in the identification of Missing Persons and selected casework. The FBU will partner with outside contractors to establish and implement NGS in an effort to improve the agency's DNA testing capabilities for the District of Columbia.	09-30-2019
Implementation of Mideo LatentWorks	The Latent Fingerprint Unit (LFU) will restructure the digital imaging workflow in the latent print processing laboratory to implement Mideo LatentWorks. It will become the primary imaging database and latent examination mechanism for violent offenses and include the direct upload of evidentiary images to the Mideo platform. LFU will also transition the latent print examiner training program into the Mideo CaseWorks platform in order to electronically track milestones and progress as new examiners are assessed for competency in preparation to conduct independent case work.	09-30-2019
Crash Data Recovery Technology	The Digital Evidence Unit will implement Crash Data Recovery technology. This technology will allow the DEU to extract the event data from vehicles such as the speed during impact, deployment of seatbelts, and navigation, in addition to the existing capabilities of infotainment and telematics information. The DEU will define the work flow, develop written policies and procedures, and competency measures in accordance with accreditation guidelines.	09-30-2019
Develop Firearms Curriculum in Partnership with the University of the District of Columbia	DFS will develop a forensic firearms minor degree curriculum in partnership with the University of the District of Columbia (UDC). This initiative is aligned with the Mayor's policy to encourage DC residents to learn about the unique benefits, education, learning modalities, and various degrees and certificates offered through the university partners. It will be the first forensic degree program offered at the UDC.	09-30-2019
Evaluation of FSL Leeds Evo-Finder Automated Ballistic Identification System	FEU will evaluate and explore workflow applications for the Leeds Evo-Finder Automated Ballistic Identification System. This system is a scanning device that generates digital images of bullets and cartridge cases in both 2-dimensional and 3-dimensional formats for examination, comparison, and correlative searches within existing databases. It will also provide a means by which analysts can report reliable, repeatable and timely objective conclusions aided by validated instrumentation.	09-30-2019
Ensures all IT systems stakeholders (2 Strate	and databases are operational and secure for scientists and agency personnel to deliver reports and servicegic initiatives)	es to
Integrate DFS LIMS with MPD EMS to Support a	Currently, District of Columbia agencies uses two systems to manage evidence from crime scenes. DFS uses the JusticeTrax Laboratory Information Management System (LIMS) which maintains detailed datasets for evidence subject to testing. The Metropolitan Police Department (MPD) uses FileOnQ (FoQ) as its evidence management	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Unified System to Track Evidence and Property	system (EMS) to track items for storage and current location, but it is limited in granularity and not suitable for LIMS functionality. There is no data exchange between these two applications. DFS employees and MPD property clerks manually enter data into both systems. The current DFS LIMS is nearing the end of its useful life and will not meet anticipated future requirements. It will require replacement within the next four years. This initiative will focus on gathering requirements, reviewing existing LIMS and developing the plan for selection of the replacement LIMS system to begin any necessary purchase and customization in FY2019 with implementation in FY2020.	
Forensic Digital Storage System	The Forensic Digital Storage System is a complex system that supports the storage of analytical data, clinical data, and digital evidence from the Forensic Science Laboratory (FSL), Public Health Laboratory (PHL), and Crime Scene Sciences (CSS) Division. DFS will complete a project to increase the capacity of the Forensic Digital Storage System that will effectively manage the anticipated increase in data volume.	09-30-2019
Improve laboratory e	efficiency through technological advances (1 Strategic Initiative)	
Expanded Sexually Transmitted Disease Testing Capabilities and Capacity	PHL will expand testing beyond gonorrhea susceptibility to include the molecular detection of chlamydia, gonorrhea, and Trichomonas; and the serological testing for syphilis from high-risk individuals in the District. This goal will allow the DC Department of Health (DC Health) to better surveil STD trends in the District. This will also assist in reducing the cost of outsourced testing and improve turn around time for reporting results. PHL will follow the Centers for Disease Control and Prevention (CDC) testing recommendations to ensure accurate, reliable, and prompt results to help improve patient care. By FY19 Q3, PHL will implement chlamydia, gonorrhea, and Trichomonas molecular testing on self-collected samples to provide robust data and information to DC Health to improve STD treatment, prevention, and surveillance activities. By FY19 Q4, syphilis serology will be added to assist DC Health provide a full clinical picture for high-risk individuals.	09-30-2019
Monitor quality comp	pliance with certification requirements (1 Strategic Initiative)	
Latent Fingerprint Unit - Accreditation of chemical enhancement procedures for latent fingerprints.	The Latent Fingerprint Unit (LFU), will finalize policies, standard operating procedures, quality assurance and control documents, associated with the chemical enhancement of latent prints, to demonstrate compliance with international accreditation requirements.	09-30-2019
Offer training curricu	lum for professional development (1 Strategic Initiative)	
Emerging Leaders Program	DFS will implement the Emerging Leaders (non-managers and new managers) training program, with a focus on core values, fundamentals of management, emotional intelligence and effective communication, to advance personnel professional contributions to the agency.	09-30-2019
Provide legal advice	to the agency and facilitate stakeholder engagement (2 Strategic initiatives)	
Streamline Giglio	DFS will implement a process to streamline Giglio responses to prosecuting agencies. DFS General Counsel will work with the Office of the United States Attorney (USAO) and the Office of the Attorney General (OAG), to create a more efficient system to respond to Giglio requests. Giglio responses will be provided on a monthly basis by updating records for all employees at the same time and will decrease delays in sending Giglio responses.	09-30-2019
	In FY19, the Legal team will initiate a website cleanup and update project to provide a user-friendly and legally compliant method for external users to access information from the DC Department of Forensic	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Update Legal Documents on DFS Website	Sciences (DFS). The process will consist of planning a layout that corresponds with the website guidance from the Executive Office of the Mayor (EOM), providing all documents required under the DFS enabling statute and further providing the best available information for frequently asked Freedom of Information Act (FOIA) or other information requests.	
Provide timely testing	g of pathogens of public health significance (2 Strategic initiatives)	
Expand Whole Genome Sequencing (WGS) Capabilities to Assist in Outbreak Investigations.	PHL will expand its Whole Genome Sequencing (WGS) capabilities to transition from targeted viral detection and phylogenetic analysis to a whole genome approach. Furthermore, the PHL will work to expand this capacity to other pathogens. This expansion will allow the use of the maximum data and best technology available to make epidemiological links to outbreaks and disease in the District. In addition, PHL will develop standard operating procedures for additional pathogens.	09-30-2019
Establish a Controlled Substance and Opioid Surveillance Program	The Forensic Chemistry Unit (FCU) will establish a controlled substance and opioid surveillance program for the District. FCU will work with the DFS Forensic Technology Unit(FTU) to establish a reporting mechanism to summarize the monthly testing results. Additionally, a report will be created that highlights the trends and emerging drugs. Routine monthly results will be provided to District Stakeholders for all submitted tests. DFS will collaborate with MPD to undertake drug surveillance on additional samples submitted to the FCU.	09-30-2019
Responsible for hum Initiative)	an capital management and recruitment for DFS and serves as liaison to external entities (1 S	trategic
Firearms Examination Unit Employee Retention Plan Implementation.	DFS will work with the District Government Department of Human Resources (DCHR) to implement a retention program for scientists who are examiners within the Firearms Examination Unit (FEU).	09-30-2019
Strategically forecas Strategic Initiative)	t, analyze, and present agency data to determine levels of resource efficiency and goal attain	ment (1
Implementation of DFS One-Stop-Shop	DFS will work with the Office of the Chief Technology Officer (OCTO) to implement the new Agency-wide SharePoint One-Stop-Shop to integrate Operations collaborative efforts in support of the agency's mission. DFS will pilot the One-Stop-Shop to include overtime authorization, procurement, grant management, and other related whole-of-agency functions.	09-30-2019

24. Please separately list each employee whose salary was \$100,000 or more in FY18 and FY19, 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.

Please see information provided by the Agency Fiscal Officer.

FY 2018 List of Employees Salary of \$100,000 or More								
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Earned Overtime	
1000	1090	Smith, Jenifer Ann Lindsey	00044562	Dir, Dept of Forensic Sciences	\$228,618.16	\$51,896.32		
1000	1090	Chen, Yi-Ru	00077073	Chief Operating Officer	\$177,004.80	\$40,180.09		
2000	2010	Wiggins, Karen A	00032361	Laboratory Director	\$159,515.07	\$36,209.92		
3000	3010	Tran, Anthony	00012406	Public Health Laboratory Director	\$156,779.80	\$35,589.01		
1000	1090	Graham, Brittany H	00077076	Deputy Director	\$156,779.80	\$35,589.01		
4000	4010	LoJacono, Christopher M	00077070	Director, Crime Scene Sciences	\$156,779.39	\$35,588.92		
3000	3020	Raj, Pushker	00015878	Forensic Scientist Supervisor	\$143,707.66	\$32,621.64		
40000	4020	Greenwalt, Grant L	00077619	Crime Scene Sciences Supervisor	\$135,009.07	\$30,647.06	\$454.36	
1000	1090	Reedy ,Paul L	00077074	Program Manager	\$133,317.02	\$30,262.96		
2000	2020	Walraven, Tracy	00010870	Forensic Scientist Supervisor	\$133,316.21	\$30,262.78		

	FY 2018 List of Employees Salary of \$100,000 or More									
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Earned Overtime			
2000	2020	Borchardt, Andrea	00042612	Forensic Scientist Manager (DN	\$133,316.21	\$30,262.78				
1000	1060	Raj, Rashee	00077616	General Counsel	\$132,252.00	\$30,021.20				
1000	110F	Parker, Lorrelle C	00090760	AGENCY FISCAL OFFICER	\$130,646.00	\$29,656.64				
3000	3020	Short, Luke C	00035582	Supervisory Chemist	\$129,433.21	\$29,381.34				
2000	2020	Pope, Jonathaniel	00005945	Forensic Scientist Supervisor	\$120,732.54	\$27,406.29				
3000	3020	Courtney, Colleen R	00035581	Forensic Scientist Supervisor	\$120,000.00	\$27,240.00				
2000	2020	Beckman, Jessica Anne	00019830	Forensic Scientist Supervisor	\$117,216.06	\$26,608.05				
4000	4020	Boehm II, William	00087612	Central Evidence Unit Manager	\$117,216.06	\$26,608.05				
2000	2020	Evans, Barbara J	00009995	Forensic Scientist Supervisor	\$117,216.00	\$26,608.03				
2000	2020	Welti, Susan	00029190	Forensic Scientist Tech. Lead	\$114,465.00	\$25,983.56				
2000	2020	MacBean, Laura A	00042613	Lead Forensic Scientist (DNA)	\$114,465.00	\$25,983.56				
2000	2020	Reitnauer, Andrew	00091354	Forensic Scientist Technical L	\$114,465.00	\$25,983.56	\$5,245.32			
2000	2020	Skillman, Jessica L	00035487	Forensic Scientist III (DNA Ex	\$113,448.00	\$25,752.70	\$318.90			

		FY 2018 List (of Employe	es Salary of \$100,0	000 or More		
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Earned Overtime
2000	2020	Graves, Gloria V	00026615	Forensic Scientist (Fingerprin	\$110,553.00	\$25,095.53	
1000	1055	Grier, Patricia A.	00029189	Safety & Occup. Hlth. Manager	\$110,131.04	\$24,999.75	
2000	2020	Sensabaugh, Roslyn D	00012503	Forensic Scientist (Fingerprin	\$107,658.00	\$24,438.37	
2000	2020	Glover, Diane Downing	00025420	Forensic Scientist (Fingerprin	\$107,658.00	\$24,438.37	
1000	1090	Feko, Mahkaping	00040882	Quality Assurance Specialist	\$107,556.00	\$24,415.21	
1000	1085	Braden, Remi	00048135	Public Information Officer	\$104,985.00	\$23,831.60	
1000	1040	Jackson, James R	00008767	IT Specialist (System Analysis	\$104,881.00	\$23,807.99	
2000	2020	Johnson, Nikia C.	00004390	Forensic Scientist III (DNA Ex	\$104,763.00	\$23,781.20	
2000	2020	Lewis, Lisa R	00005200	Forensic Scientist (Fingerprint	\$104,763.00	\$23,781.20	
2000	2020	Hopkinson, Krystyna H	00011407	Forensic Scientist III (DNA Ex	\$104,763.00	\$23,781.20	
2000	2020	Williams, Candice M	00032425	Forensic Scientist III (DNA Ex	\$104,763.00	\$23,781.20	
4000	4020	Starner, Joseph	00087626	Fleet and Logistics Manager	\$104,372.40	\$23,692.53	\$2,007.16
4000	4020	Pettus, Natasha D	00002210	Central Evidence Unit Supervisor	\$104,109.31	\$23,632.81	\$16,492.35

		FY 2018 List	of Employe	es Salary of \$100,0	00 or More		
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Earned Overtime
2000	2020	Maliky, Abdel G	00091980	Forensic Intelligence Manager	\$102,648.77	\$23,301.27	
1000	1090	Thomas, Herbert B.	00077071	Executive Assistant	\$102,206.00	\$23,200.76	
2000	2020	Himrod, Jennifer L	00029182	Forensic Scientist III (DNA Ex	\$101,868.00	\$23,124.04	
2000	2020	Mulderig, Michael P	00091359	Forensic Scientist (Firearms &	\$101,868.00	\$23,124.04	
4000	4020	Hilsmeyer, Sara	00077625	Forensic Scientist Shift Supervisor	\$100,785.50	\$22,878.31	

		FY 2019 List (of Employe	es Salary of \$100,0	00 or More		
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Earned to Date
1000	1090	Smith,Jenifer Ann Lindsey	00044562	Dir, Dept of Forensic Sciences	\$233,190.52	\$52,934.25	
1000	1090	Chen,Yi-Ru	00077073	Chief Operating Officer	\$180,544.90	\$40,983.69	
2000	2010	Wiggins,Karen A	00032361	Laboratory Director	\$162,705.37	\$36,934.12	
3000	3010	Tran, Anthony	00012406	Public Health Laboratory Director	\$159,915.40	\$36,300.80	
1000	1090	Graham,Brittany H	00077076	Deputy Director	\$159,915.40	\$36,300.80	
4000	4010	LoJacono,Christopher M	00077070	Director, Crime Scene Sciences	\$159,914.98	\$36,300.70	
1000	1040	Monzon,Richard	00077629	Supervisory IT Specialist	\$146,582.00	\$33,274.11	
3000	3020	Raj,Pushker	00015878	Forensic Scientist Supervisor	\$146,581.81	\$33,274.07	
4000	4020	Greenwalt,Grant L	00077619	Crime Scene Sciences Supervisor	\$137,709.25	\$31,260.00	
4000	4020	Wheeler-Moore, Alesia	00082610	Crime Scene Sciences Manager	\$137,709.25	\$31,260.00	
1000	1090	Reedy,Paul L	00077074	Program Manager	\$135,983.36	\$30,868.22	
2000	2020	Walraven, Tracy	00010870	Forensic Scientist Supervisor	\$135,982.53	\$30,868.03	
2000	2020	Borchardt,Andrea	00042612	Forensic Scientist Manager (DNA	\$135,982.53	\$30,868.03	
1000	1060	Raj,Rashee	00077616	General Counsel	\$134,897.04	\$30,621.63	

		FY 2019 List	of Employe	ees Salary of \$100,0	or More		
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Earned to Date
1000	110F	Parker,Lorrelle C	00090760	AGENCY FISCAL OFFICER	\$133,259.00	\$30,249.79	
3000	3020	Short,Luke C	00035582	Supervisory Chemist	\$132,021.87	\$29,968.96	
2000	2020	Pope,Jonathaniel	00005945	Forensic Scientist Supervisor	\$123,147.19	\$27,954.41	
3000	3020	Courtney, Colleen R	00035581	Forensic Scientist Supervisor	\$122,400.00	\$27,784.80	
2000	2020	MacBean,Laura A	00042613	Lead Forensic Scientist (DNA)	\$119,977.00	\$27,234.78	
2000	2020	Beckman,Jessica Anne	00019830	Forensic Scientist Supervisor	\$119,560.38	\$27,140.21	
2000	2020	Evans,Barbara J	00009995	Lead Forensic Scientist (Fingerprint	\$116,754.00	\$26,503.16	
2000	2020	Welti,Susan	00029190	Forensic Scientist Tech. Lead	\$116,754.00	\$26,503.16	
2000	2020	Reitnauer, Andrew	00091354	Forensic Scientist Technical Lead	\$116,754.00	\$26,503.16	\$742.92
2000	2020	Skillman,Jessica L	00035487	Forensic Scientist III (DNA Ex	\$115,717.00	\$26,267.76	
2000	2020	Graves,Gloria V	00026615	Forensic Scientist (Fingerprint	\$112,764.00	\$25,597.43	
1000	1055	Grier,Patricia A.	00029189	Safety & Occup. Hlth. Manager	\$112,333.66	\$25,499.74	

		FY 2019 List	of Employe	es Salary of \$100,0	000 or More		
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Earned to Date
2000	2020	Johnson,Nikia C.	00004390	Forensic Scientist III (DNA Ex	\$109,811.00	\$24,927.10	
2000	2020	Sensabaugh,Roslyn D	00012503	Forensic Scientist (Fingerprint	\$109,811.00	\$24,927.10	
2000	2020	Glover,Diane Downing	00025420	Forensic Scientist (Fingerprint	\$109,811.00	\$24,927.10	
2000	2020	Williams, Candice M	00032425	Forensic Scientist III (DNA Ex	\$109,811.00	\$24,927.10	
1000	1090	Feko,Mahkaping	00040882	Quality Assurance Specialist	\$109,710.00	\$24,904.17	
1000	1040	Jackson,James R	00008767	IT Specialist (System Analysis	\$106,981.00	\$24,284.69	
2000	2020	Lewis,Lisa R	00005200	Forensic Scientist (Fingerprint	\$106,858.00	\$24,256.77	
2000	2020	Hopkinson,Krystyna H	00011407	Forensic Scientist III (DNA Ex	\$106,858.00	\$24,256.77	
4000	4020	Starner, Joseph	00087626	Fleet and Logistics Manager	\$106,459.85	\$24,166.39	
4000	4020	Pettus,Natasha D	00002210	Central Evidence Unit Supervisor	\$106,191.50	\$24,105.47	\$331.85
2000	2020	Arendse, Wayne E	00091356	Firearms Examination Supervisor	\$106,191.00	\$24,105.36	\$561.59

		FY 2019 List	of Employe	es Salary of \$100,0	00 or More		
Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe	Overtime Earned to Date
2000	2020	Maliky,Abdel G	00091980	Forensic Intelligence Manager	\$104,702.00	\$23,767.35	\$197.40
1000	1090	Thomas, Herbert B.	00077071	Executive Assistant	\$104,252.00	\$23,665.20	
2000	2020	Himrod,Jennifer L	00029182	Forensic Scientist III (DNA Ex	\$103,905.00	\$23,586.44	\$1,398.74
2000	2020	Mulderig, Michael P	00091359	Forensic Scientist (Firearms &	\$103,905.00	\$23,586.44	
2000	2020	Fudge,Kristen	00008729	Lead Forensic Scientist (Digit	\$103,862.00	\$23,576.67	
4000	4020	Hilsmeyer,Sara	00077625	Forensic Scientist Shift Supervisor	\$102,801.21	\$23,335.87	\$792.87
1000	1010	Butler,Carla	00077597	Human Resources Specialist	\$101,523.00	\$23,045.72	
2000	2020	Peters, Christina	00012474	Forensic Scientist (Fingerprint	\$100,952.00	\$22,916.10	
2000	2020	Mills,Shana L	00032426	Forensic Scientist III (DNA Ex	\$100,952.00	\$22,916.10	\$1,553.12
4000	4020	Beaven,Mary	00088268	Forensic Scientist III	\$100,952.00	\$22,916.10	\$1,070.02

25. Please list in descending order the top 25 overtime earners in your agency in FY18 and FY19, 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.

		FY 20	18 Top 2:	5 Overti	me l	Earners			
Employee Name	Position Number	Position Title	Program	Activity	Sala	ary	Fringe	Overtime Hours	Overtime Pay
Pettus,Natasha D	00002210	Central Evidence Unit Supervisor	4000	4020	\$	104,109.31	\$ 23,632.81	329.50	\$ 16,492.35
Younger,Nakisha J	00087972	Central Evidence Specialist	4000	4020	\$	63,337.00	\$ 14,377.50	309.25	\$ 12,377.50
Fisher- Robinson,Wanda A	00077627	Central Evidence Unit Supervisor	4000	4020	\$	95,790.00	\$ 21,744.33	214.75	\$ 9,889.86
Arendse, Wayne E	00091356	Firearms Examination Supervisor	2000	2020	\$	98,665.00	\$ 22,396.96	203.64	\$ 9,659.82
Vann,Danielle	00090878	Forensic Scientist (Crime Scene)	4000	4020	\$	80,797.00	\$ 18,340.92	166.50	\$ 9,519.22
Bleach, Carenna K.	00077628	Forensic Scientist (Crime Scene)	4000	4020	\$	80,797.00	\$ 18,340.92	164.00	\$ 9,445.55
Wilson,Reginald	00090899	Forensic Scientist (Crime Scene)	4000	4020	\$	63,337.00	\$ 14,377.50	209.93	\$ 9,116.14
Cheaver,Erika	00088257	Forensic Scientist (Crime Scene)	4000	4020	\$	63,337.00	\$ 14,377.50	199.00	\$ 8,539.20
Langford,Rodney J	00088254	Forensic Scientist (Crime Scene)	4000	4020	\$	85,663.00	\$ 19,445.50	130.79	\$ 7,945.51
Jones, April	00082815	Forensic Scientist (Crime Scene)	4000	4020	\$	78,364.00	\$ 17,788.63	145.50	\$ 7,122.43

		FY 20	18 Top 2	5 Overti	me l	Earners			
Employee Name	Position Number	Position Title	Program	Activity	Sala	ary	Fringe	Overtime Hours	Overtime Pay
Roberts, Myeshia	00088284	Forensic Scientist (Crime Scene)	4000	4020	\$	80,797.00	\$ 18,340.92	111.50	\$ 6,526.36
Iorio,Ryan S	00077620	Forensic Scientist (Crime Scene)	4000	4020	\$	80,797.00	\$ 18,340.92	111.00	\$ 6,363.58
Schmidt, Gillian	00088250	Forensic Scientist (Crime Scene)	4000	4020	\$	63,337.00	\$ 14,377.50	147.25	\$ 6,361.08
Jones, Tanesha	00090883	Forensic Scientist (Crime Scene)	4000	4020	\$	80,797.00	\$ 18,340.92	116.75	\$ 6,255.59
Goolsarran,Nandani D	00045088	Forensic Scientist (Crime Scene)	4000	4020	\$	80,797.00	\$ 18,340.92	107.50	\$ 6,205.83
Miller,Brianna	00088258	Forensic Scientist (Crime Scene)	4000	4020	\$	63,337.00	\$ 14,377.50	150.75	\$ 6,090.34
Brokaw,Barry	00088252	Forensic Scientist (Crime Scene)	4000	4020	\$	69,442.00	\$ 15,763.33	122.97	\$ 5,588.79
Keisling,Matthew	00088255	Forensic Scientist (Crime Scene)	4000	4020	\$	85,663.00	\$ 19,445.50	89.00	\$ 5,427.58
Weaver,Troy E.	00077631	Central Evidence Specialist	4000	4020	\$	65,372.00	\$ 14,839.44	125.50	\$ 5,343.54
Reitnauer, Andrew	00091354	Forensic Scientist (Technical Leader)	4000	4020	\$	114,465.00	\$ 25,983.56	111.50	\$ 5,245.32
Bischof,Samantha D	00077618	Forensic Scientist (Crime Scene)	4000	4020	\$	80,797.00	\$ 18,340.92	91.25	\$ 5,181.00
Covington,Nathaniel	00090884	Forensic Scientist (Crime Scene)	4000	4020	\$	85,663.00	\$ 19,445.50	80.50	\$ 4,662.49

		FY 20	18 Top 2	5 Overti	me I	Earners			
Employee Name	Position Number	Position Title	Program	Activity	Sala	nry	Fringe	Overtime Hours	Overtime Pay
Price,Erin M	00087613	Forensic Scientist Shift Supervisor	4000	4020	\$	97,850.00	\$ 22,211.95	100.39	\$ 4,627.81
Hansohn, II Edward C.	00088286	Forensic Scientist (Crime Scene)	4000	4020	\$	96,078.00	\$ 21,809.71	68.50	\$ 4,448.70
Whittington,Sheila	00042603	Central Evidence Specialist	4000	4020	\$	71,477.00	\$ 16,225.28	90.14	\$ 4,316.31

		FY 2019	7 Top 25 O	vertime E	arners			
Employee Name	Position Number	Position Title	Program	Activity	Salary	Fringe	Overtime Hours	Overtime Pay
Arendse, Wayne E	00091356	Firearms Examination Supervisot	2000	2020	\$106,191.00	\$ 24,105.36	61.36	\$ 2,969.74
St. Amand,Sebastian Michael	00077626	Forensic Scientist (Crime Scene)	40000	4020	\$ 92,093.00	\$ 20,905.11	41	\$ 2,557.97
Rachael, Ashley E.	00083094	Forensic Scientist (Firearms)	2000	2020	\$ 92,093.00	\$ 20,905.11	39.29	\$ 2,141.10
Price,Erin M	00087613	Forensic Scientist Shift Supervisor	40000	4020	\$ 99,807.00	\$ 22,656.19	36.86	\$ 1,762.08
Brokaw,Barry	00088252	Forensic Scientist (Crime Scene)	40000	4020	\$ 70,831.00	\$ 16,078.64	38.78	\$ 1,717.15
Mills,Shana L	00032426	Forensic Scientist III (DNA)	2000	2020	\$100,952.00	\$ 22,916.10	24	\$ 1,553.12
Bischof,Samantha D	00077618	Forensic Scientist (Crime Scene)	40000	4020	\$ 82,412.00	\$ 18,707.52	23.75	\$ 1,425.61
Thompson,Imani M.	00090898	Forensic Scientist (Crime Scene)	40000	4020	\$ 64,603.00	\$ 14,664.88	31	\$ 1,418.73
Vann,Danielle	00090878	Forensic Scientist (Crime Scene)	40000	4020	\$ 64,603.00	\$ 14,664.88	24	\$ 1,418.71
Himrod,Jennifer L	00029182	Forensic Scientist III (DNA)	2000	2020	\$109,905.00	\$ 24,948.44	20	\$ 1,398.74
Wilson,Reginald	00090899	Forensic Scientist (Crime Scene)	40000	4020	\$ 64,603.00	\$ 14,664.88	28.07	\$ 1,349.46

		FY 2019	Top 25 Ove	ertime E	arners			
Employee Name	Position Number	Position Title	Program	Activity	Salary	Fringe	Overtime Hours	Overtime Pay
Curtis, Daniel Sterling	00082817	Forensic Scientist III (DNA)	2000	2020	\$ 95,046.00	\$ 21,575.44	20	\$ 1,279.46
Cheaver, Erika	00088257	Forensic Scientist (Crime Scene)	40000	4020	\$ 64,603.00	\$ 14,664.88	27	\$ 1,263.86
Mendez,Amanda	00088287	Forensic Scientist III (Crime Scene)	40000	4020	\$ 97,999.00	\$ 22,245.77	51.25	\$ 1,231.70
Hansohn II,Edward C	00088286	Forensic Scientist III (Crime Scene)	40000	4020	\$ 97,999.00	\$ 22,245.77	18	\$ 1,217.80
Kashiwabara, Wendy	00082723	Forensic Scientist II (DNA)	2000	2020	\$ 84,894.00	\$ 19,270.94	20	\$ 1,170.03
McNeil,Kamedra D	00083072	Forensic Scientist I (DNA)	2000	2020	\$ 70,831.00	\$ 16,078.64	23.43	\$ 1,158.31
Stone,Kristie L	00087608	Forensic Scientist Shift Supervisor	40000	4020	\$ 99,807.00	\$ 22,656.19	23.5	\$ 1,125.75
Bleach,Carenna K.	00077628	Forensic Scientist (Crime Scene)	40000	4020	\$ 82,412.00	\$ 18,707.52	18	\$ 1,083.30
Brooks,Tiffany	00090885	Forensic Scientist (Crime Scene)	40000	4020	\$ 84,894.00	\$ 19,270.94	18	\$ 1,073.25
Beaven, Mary	00088268	Forensic Scientist III (Crime Scene)	40000	4020	\$ 79,930.00	\$ 18,144.11	14.5	\$ 1,070.06
Covington,Nathaniel	00090884	Forensic Scientist (Crime Scene)	40000	4020	\$ 87,376.00	\$ 19,834.35	16	\$ 1,009.58
Roberts, Myeshia	00088284	Forensic Scientist (Crime Scene)	40000	4020	\$ 82,412.00	\$ 18,707.52	16	\$ 942.09

FY 2019 Top 25 Overtime Earners									
Employee Name	Position Number	Position Title	Program	Activity	Salary	Fringe	Overtime Hours	Overtime Pay	
Iorio, Ashley	00077620	Forensic Scientist (Crime Scene)	40000	4020	\$ 84,894.00	\$ 19,270.94	20.5	\$ 937.54	
Gervasoni, Melissa	00090892	Forensic Scientist (Crime Scene)	40000	4020	\$ 64,603.00	\$ 14,664.88	20.25	\$ 886.22	

WORKING CONDITIONS AGREEMENT

BETWEEN

DISTRICT OF COLUMBIA GOVERNMENT

DEPARTMENT OF HEALTH

AND

1199 SEIU UNITED HEALTHCARE WORKERS EAST

EXPIRES SEPTEMBER 30, 2020

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PREAMBLE

SECTION A:

This Agreement is entered into between the District of Columbia, Department of Health, hereinafter referred to as Employer, Management, or Agency, and 1199 SEIU United Healthcare Workers East, hereinafter referred to as the Union, or the Bargaining Unit.

SECTION B:

- 1. This preamble is intended to provide the background and purpose of the collective bargaining agreement. Alleged violations of the preamble cannot be cited as contract violations.
- 2. The Employer and the Union recognize the need to provide efficient health services to the public and to maintain and increase the quality of health services. Further, both parties agree to continue working toward this goal. Each side has been afforded the opportunity to put forth all its proposals and to bargain in good faith. Both parties agree that this agreement expresses the result of their negotiations and each party 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 as required by law.

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 mutual covenants and promises, the Employer and the Union do hereby agree as follows:

ARTICLE 1 RECOGNITION

SECTION A:

The District of Columbia Government hereby recognizes 1199 Service Employees International Union, United Healthcare Workers East as the exclusive representative of all non-supervisory Allied Health Care Professionals, employed by the District of Columbia, Department of Health. See Public Employee Relations Board Case No. 91-R-01.

SECTION B:

Excluded from this representation are management officials, supervisors, confidential employees, employees engaged in administering the provisions of Title XVIII of the District of Columbia Comprehensive Merit Personnel Act of 1978, D.C. Law 2-139.

ARTICLE 2 MANAGEMENT RIGHTS

Management shall retain all rights not specifically abridged by provisions of this Agreement or by law, including but not limited to:

- 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, 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; or its internal security practices;
- 6. To determine the qualification of employees for appointment, promotion, step increases, etc., and to set standards of performance, appearance and conduct;
- 7. To formulate, change, or modify Agency rules, regulations, and procedures; and
- 8. To take whatever actions may be necessary to carry out the mission of the Agency in emergency situations.

ARTICLE 3 UNION SECURITY AND DUES

SECTION A:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit. Employees covered by this Agreement are required to either join the Union or satisfy the financial obligations specified herein during the term of this Agreement.

SECTION B:

- 1. Pursuant to D.C. Official Code §1-617.07 (2001 Ed.), Management agrees to deduct dues and/or initiation fees from each employee's bi-weekly pay upon authorization on the form attached hereto as Exhibit 1 or in any other form designated by the Union as necessary to accommodate any changes in the 1199 dues or initiation fee structure. Within two weeks of the employee's hiring orientation, the Employer shall afford the Union with an opportunity to meet with any new bargaining unit members and shall notify the Union in writing of the name, home address and home phone number of any new bargaining unit member. Dues deduction authorizations may be revoked in accordance with the provisions of the applicable authorization form. In the absence of a dues deduction authorization (including valid revocation), Management shall deduct a service fee in accordance with Section B of this Article.
- 2. Payment of dues or service fees through wage deductions shall be implemented in accordance with this Article and procedures established by Management. Management shall submit paperwork for payroll deductions within two pay periods of the employee's entry on duty. And such deduction shall start no later than the first pay period following the completion of the employee's first thirty (30) days of employment.
- of the month following the month in which the paycheck was dated from which those dues, initiation fees, and service fees were deducted. Remittance of dues, initiation fees, and service fees shall be made payable to 1199 SEIU and mailed to 1199 SEIU United Healthcare Workers East, P.O. Box 2665, New York, New York 10108. This remittance shall be accompanied by a list of all employees on whose behalf dues, initiation fees and service fees are being paid. Such list shall include, for each employee, the following information: Institution/Agency; employee's name; unique employee identification number and last four digits of social security number; amount of dues, initiation fees, and/or service fees remitted. (The list shall clearly indicate which of the values listed are for dues, which are for initiation fees, and which are for service fees.) Every January and June, the Employer will provide the Union with a list of employees showing name, Grade, Step, Salary and Hourly Rate.
- 4. The Employer also agrees to furnish the Union each month with a list of names of the bargaining unit employees terminated during the month, their date of termination; and names of bargaining unit employees on leave of absence together with their beginning dates of leave of absence and type of leave.
- 5. There is a one-time initiation fee of \$50.00 or whichever amount the Union may establish from time to time subsequent to the execution of this Agreement. This one-time initiation fee will be deducted from the pay of new members upon the submission of a membership application.
- 6. Pursuant to the D.C. Official Code § 1-617.11(a), a Union which has been certified to be the exclusive representative of all employees in the bargaining unit, is responsible for representing the interests of all unit employees without discrimination and without regard

to Union membership, provided, however, that the employee pays dues or service fees consistent with law. Therefore, and 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), employees who do not pay Union dues shall pay a service fee.

- The Union will notify the Agency of the service applicable to bargaining unit employees who opt not to be members of the union, which fees shall not exceed amounts established by Federal legal guidelines. This fee shall not exceed the Union membership dues, which shall be \$37.50 per pay period for all current bargaining unit employees based on their current gross pay as of July, 2011, or whichever amount the Union may establish from time to time subsequent to the execution of this Agreement. However, within two weeks of any new hire in the bargaining unit, the Agency will provide the Union with written notification, including, name, contact information, scheduled pay. The Agency will notify the Union of any reduction in an employee's scheduled hours and indicate the new regular pay biweekly. The Union will notify the Employer of any reduction in dues. The Employer will not be liable for any overage.
- 8. The Employer shall withhold the service fee, and the amount deducted shall be transmitted to the Union as provided in Section B3 of this Article.
- 9. Upon notice from the Union of an adjustment in dues and/or service fees, be it an increase or decrease, the Employer shall implement such adjustment as soon as practicable not later than sixty (60) days of receiving notice.
- 10. Union dues and/or the service fees withheld under this Article shall be transmitted to the Union minus a collection fee of ten cents (\$0.10) per deduction per pay period.
- 11. The Employer shall be relieved from making authorized dues deductions upon (a) termination of employment, or (b) transfer to a job other than one covered by the bargaining unit, or (c) lay-off from work, or (d) an agreed leave of absence, or (e) revocation of the check-off authorization in accordance with its terms or with applicable law. Notwithstanding the foregoing, upon the return of an employee to work from any of the foregoing enumerated absence items (b) (d), the Employer will immediately resume the obligation of making said deductions, except that deductions for terminated employees shall be governed by Paragraphs B. and C. of this Article. These provisions, however, shall not relieve any employee of the obligation to make the required dues and initiation fee payment pursuant to the Union constitution in order to remain a member in good standing of the union.
- 12. The Employer shall not be obliged to make deductions of any kind from any employee who, during any dues month involved, shall have failed to receive sufficient wages to equal the dues deductions.

SECTION C: Check-Off/Political Action Funds

- 1. Upon receipt of a written authorization from an employee, the Employer shall, pursuant to such authorization, deduct from the wages due said Employee per pay period the amount of Political Action funds specified in said authorization and remit the funds as described in Section C3 herein.
- 2. The written authorization form shall be in the form annexed hereto as Exhibit 2, or in any other form designated by the Union as necessary to accommodate political action deductions, and shall contain the following information: employee's full name; D.C. Government employee identification number, deduction amount per pay period (or sufficient information to calculate same); employee address; Political Action Fund name; Political Action Fund address; signature of Employee; and date.
- 3. The Employer shall remit the funds to the Union in the same manner and at the same time as the Employer remits dues payments. Remittance of Political Action funds shall be paid by separate check from any payment made for membership dues, which check shall be made payable to 1199 SEIU Political Action Fund and mailed to 1199 SEIU United Healthcare Workers East, P.O. Box 2665, New York, NY 10108. The funds shall be accompanied by a list of all employees on whose behalf Political Action funds are being submitted. Such list shall include, for each employee, the following information: Institution/Agency, employee's name, D.C. Government Employee Number, and amount remitted.

SECTION D:

All lists referenced herein shall be transmitted in electronic format, if possible. The Employer shall provide to the Union the name, title, e-mail address, and telephone number of one person responsible for each list to be submitted who can directly authorize and produce such electronic transmission.

SECTION E:

It is specifically agreed that the Employer assumes no obligation, financial or otherwise, arising out of compliance with the provisions of this Article, and the Union hereby agrees that it will indemnify, and hold the Employer harmless from any claims, actions or proceedings by any Employee arising from deductions made by the Employer hereunder. The Union further indemnifies and holds the Employer harmless from any claims, actions or proceeding by any government agency or by any groups relating to these deductions so long as such groups are not funded directly or indirectly by the Employer for an 1199 SEIU Political Action Fund. Once funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union.

ARTICLE 4 EMPLOYEE LISTS

The Employer, through the Office of Labor Relations and Collective Bargaining, shall furnish the Union on an annual basis a list of all employees in the Bargaining unit including titles, Agency/Department/Division, pay grade, and telephone and contact information, within two (2) weeks of the beginning of the year. On a monthly basis thereafter, the Employer, through the Office of Labor Relations and Collective Bargaining, shall supply a list of new employees and resignations, as well as updates to the titles, Agency/Department/Division, pay grade, and telephone and contact information.

ARTICLE 5 BARGAINING UNIT RIGHTS

SECTION A: BARGAINING UNIT 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, Bargaining Unit Representatives shall be allowed to:
 - a. Post Bargaining Unit notices on designated bulletin boards;
 - b. Transmit communications authorized by the Union to the Employer or his representatives;
 - c. Consult with the Employer, his representative, District or local officials, other Bargaining Unit representatives or employees, concerning the enforcement of any provisions of the agreement.
- 2. Solicitation of membership, dues, or other internal business of the Union shall not be conducted during the duty hours of any employees concerned or in working areas at any time.

SECTION B: VISITS BY BARGAINING UNIT REPRESENTATIVES:

- 1. The Employer agrees that authorized representatives of the Union 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.
- 2. Upon entering a work area other than his/her own, the Union representative shall advise the appropriate supervisor of his/her presence and the name of the employee he/she desires to visit. In the event the Union representative wishes to visit a work area but not

to meet with a bargaining unit member, he/she must notify the appropriate supervisor upon arrival.

SECTION C: BULLETIN BOARDS:

- 1. The Employer agrees to provide bulletin board space labeled with the Union's name where notices of official Union matters may be posted by the Union. Provisions will be made for Union use of space on existing bulletin boards in the units.
- 2. Notices shall not contain any 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 immediately, or within five (5) working days upon the Agency's request.
- 3. The Union shall indemnify, defend and otherwise hold the employer harmless for any libelous statements or materials posted should anyone pursue a claim for union posted material and it shall be a sole matter between the Union and the claimant.
- 4. The District of Columbia Government shall not be liable in any way for material posted on Union Bulletin Boards.

ARTICLE 6 BARGAINING UNIT REPRESENTATIVES

SECTION A:

- Delegates shall be designated by the Bargaining Unit and shall be recognized as employees' representatives. The Bargaining Unit shall supply the Directors of the Department of Health and the Office of Labor Relations and Collective Bargaining (OLRCB) with lists of names of Delegates and areas of assignments, which shall be posted on appropriate bulletin boards. The Union shall notify the Director and the OLRCB of changes in the roster of representatives within twenty-one (21) days of such change. Delegates are authorized to perform and discharge Bargaining Unit duties 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 permission of his/her immediate supervisor and the supervisor in the area he/she will visit to permit scheduling that will cause a minimum disruption of work activities.
- 2. Bargaining Unit Representatives Rights, as established by this 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 Representative" and "Bargaining Unit Representatives" include Union Delegates, Officers, Executive Board members and staff representatives.

SECTION B:

The election of Delegates shall be the sole responsibility of the Union.

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 administrative leave, leave of absence (without pay) or annual leave for the purpose of attending a Union sponsored convention, caucus, conference, or training seminar. 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 bargaining unit employees and employee representatives Official Time in the manner hereinafter described to receive, investigate, prepare, and present grievances. The Employee must submit the attached Official Time Form each pay period to memorialize the use of approved Official Time for time and attendance accounting.
 - a. When it is necessary for contacts to be made between employees and delegates in connection with the prosecution of a grievance/complaint, the employee 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 named grievance/complaint) and notification of the location to be visited.
 - 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 said 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, such employee shall report to his/her supervisor that he/she is ready to return to his/her tour of duty.
 - c. Employees shall be granted Official Time as authorized, to be estimated in advance, upon individual request within their scheduled working hours to present grievances or complain to Management.
 - d. Delegates shall be granted Official Time, to be estimated in advance to investigate, receive, and present grievances or complaints in accordance with the negotiated grievance procedures (see Article 15).
- 2. The Agency agrees that permission for Union representatives or employees to conduct bargaining unit business as defined in Section E below will not be unreasonably denied, or 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/complaint interfere with the performance and reporting requirements of employees.
- 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) Union staff member may also attend at any step.

SECTION E:

- 1. Bargaining Unit business as used in this Article is defined as follows:
 - a. Preparation and presentation of grievances and appeals;
 - b. Consultation between Bargaining Unit Representative and authorized management officials affecting employees in the bargaining unit;
 - c. Representation on committees established under this agreement;
 - d. Training relevant to bargaining unit issues.
- This list is not meant to be exclusive of other functions which may be necessary for the enforcement of this collective bargaining agreement.

SECTION F:

- In no case will internal Union business be conducted on Official Time. Delegates or their designees may be granted Official Time to conduct Union business as defined in Section E. Such requests for Official Time shall be made to and approved by the employee's immediate supervisor who may consult with the OLRCB.
- 2. When committees are established pursuant to this Agreement, or the Compensation Agreement between the parties, 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 and the OLRCB of changes in the list within twenty-one (21) days of such change. Committee representation shall be provided only to those members and alternates designated on such list.

ARTICLE 7 EQUAL EMPLOYMENT OPPORTUNITY

SECTION A: EQUAL EMPLOYMENT OPPORTUNITY

1. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq. (2001 Ed.) (Act), the Agency and the Union agree not to

discriminate for or against employees covered by this Agreement on account of membership or non-membership in the Union, or on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

- 2. The Parties recognize their responsibility to promote and ensure equal employment for all persons without regard to actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business and to promote the full realization of EEO through positive programs of affirmative action at every management level within the Agency.
- 3. Management and the Union agree to cooperate in providing equal employment opportunity for all members of the bargaining unit. The Employer pledges to ensure compliance with the D.C. Human Rights Law, D.C. Official Code Section 2-1401.01, et seq. (2001 Ed.).
- 4. 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, and do not constitute a basis for a grievance under this Agreement.

SECTION B: SEXUAL HARASSMENT

- Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action. 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.
- 2. 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 8 NO STRIKES AND LOCKOUTS

SECTION A:

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 Section 1-617.04 and 1-617.05 (2001 Ed.).

SECTION B:

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 9 ORIENTATION

SECTION A:

- 1. New employees shall be given general orientation within thirty (30) days of hire followed by specific orientation to the practice of the respective discipline within the Department of Health within fourteen (14) days of hire. This orientation shall include, but not be limited to the following:
 - a. General orientation and organizations structure of the Department of Health and the District Government;
 - b. Legal rights of clients and staff, including HIPPA training; and
 - c. Familiarization with Allied Health clients' services and employee benefits.
- 2. The orientation program can/may be structured and in writing.
- 3. Specific orientation to the work area(s) assigned by the immediate supervisor shall be tailored to the needs of the individual.
- 4. Rehires and inter or intra agency transfers will receive orientation as required and determined by the immediate supervisor. Such orientation period may vary, depending on the experience of the employee.

SECTION B: ORIENTATION MATERIALS

Appropriate materials may be provided for review by Management to the Union. Orientation schedules will include an outline of the content to be included.

SECTION C: NEW EMPLOYEE ORIENTATION

A Union representative will be given time during the Agency's new employee orientation to explain the role and status of the Union to new employees. The Union may provide each new employee with an orientation package to be assembled by the Union.

ARTICLE 10 LABOR MANAGEMENT COMMITTEE

SECTION A:

Unless otherwise agreed to, there shall be a Labor/Management Committee established and maintained during the course of this agreement; which shall be comprised of and function as follows:

- 1. Management shall consist of the Director of the Department of Health or the Deputy Director(s) or their designees; a representative of the highest level of Management in the Agency and other persons whose presence is determined by the Employer to be necessary for discussion of the agenda items.
- Labor shall consist of the D.C. Area representative and Delegates of the Bargaining Unit.
 Additional employee participants may be added by the Union if necessary for discussion of agenda items.

SECTION B:

- 1. The Committee shall meet periodically, at least once in each four (4) month period provided a proposed agenda is presented a week in advance of that time that will assure attendance of the committee members.
- 2. At least ten (10) 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 will be canceled unless an agenda is presented a week before by either side.

SECTION C:

Topics for discussion may include any issue relating to Allied Health Employees that could affect members of the bargaining unit. Nothing shall be agreed to in these meetings that will have the effect of altering or amending this collective bargaining agreement.

SECTION D:

- 1. The Committee shall at its first meeting name standing subcommittees, to the extent necessary, which shall operate independently of the Committee. Subcommittees shall include two (2) members for each side or more if jointly agreed. Subcommittees will meet as needed, at the request of either side, but not more often than once each thirty (30) days, unless upon joint agreement.
- 2. Reasonable effort will be made to schedule Committee and Subcommittee meetings on working time for all members. Employee members of Labor who are scheduled to work at the time of the meeting will receive a reasonable amount of Official Time as necessary to attend meetings consistent with Article 6 of this agreement. In no case, will overtime be paid to anyone as a result of the implementation of this Article.
- 3. If necessary, based on the mutually agreed upon need to address Agency-wide issues, Agency-wide labor-management meetings may be convened. The Committee members for the respective sides shall consist of all individuals referenced in Sections 1 and 2 above. All other conditions established in this Article (i.e., scheduling, agenda, topics for discussion, etc.) shall apply to such Agency-wide meetings.

ARTICLE 11 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 on the D.C. Department of Human Resources web site.

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.

SECTION D:

Where two (2) of the best qualified candidates for Bargaining Unit positions are equal, as determined by the Sclecting Official, consideration will be given to the employee with the longest continuous service as Allied Health Professionals with the Agency, or its predecessors.

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 within the jurisdiction of the D.C. Office of Human Rights and are not subject to the negotiated grievance procedure.

ARTICLE 12 HOURS OF WORK

The establishment of workweeks and work schedules shall be in accordance with the provisions of the D.C. Official Code §1-612.01, et seq. (2001 Ed.).

SECTION A:

- 1. In accordance with the D.C. Official Code §1-612.01 (2001 Ed.), the regular basic work week is established at not more than forty (40) hours per week performed within a period of not more than six (6) of any seven (7) consecutive days within the standard administrative work week, beginning with Sunday and extending through Saturday.
- 2. The parties agree that allowing employees to arrange alternative tours of duty enhances their morale, their health and the balance between their work and personal lives. Alternative tours of duty are permitted with the approval of the supervisor. If the employee feels that a request for an Alternative tour of duty has been unreasonably denied, he or she may appeal to the next administrative level which is the final appeal.

SECTION B:

Employees will report to work, ready to perform the duties of their positions, at the scheduled starting time of their tours of duty. If the designated reporting site differs from the location where an employee will actually be working, the employee will be allowed a reasonable amount of time to proceed directly to the reporting site from his or her work location.

SECTION C:

Issues concerning alternative tours of duty are appropriate subjects for Labor-Management meetings.

ARTICLE 13 LEAVE, VACATION AND ATTENDANCE

SECTION A: ANNUAL LEAVE

CONTRACTOR

- 1. Employees shall earn and use annual leave in accordance with the provisions of the District of Columbia Government Comprehensive Merit Personnel Act and the District Personnel Manual. Employees are entitled to use annual leave subject to the approval of the employee's supervisor who will not deny such leave for arbitrary or capricious reasons.
- 2. Advance Annual Leave: Subject to the applicable District Personnel Regulations, advance annual leave may be granted to the extent that such leave will accrue to the employee during the remainder of the current leave year or in the time remaining on his or her appointment, whichever occurs sooner.

SECTION B: SICK LEAVE

- 1. Employees shall earn and use sick leave in accordance with the provisions of the District of Columbia Government Comprehensive Merit Personnel Act and the Compensation Agreement between the District of Columbia Government and Compensation Units 1 and 2.
- 2. Sick leave is a period of absence with pay granted employees in any of the following circumstances:
 - a. When incapacitated for the performance of duties, sickness, injury, or pregnancy, and confinement or for medical, dental or optical examination or treatment;
 - b. When a member of the immediate family of any employee is afflicted with a contagious disease and requires the care and attendance of the employee; or
 - c. When through exposure to contagious disease, the presence of the employee at his or her post of duty would jeopardize the health of others.
- 3. The Union and the Employer recognize the insurance value of sick leave and agree to encourage employees to conserve sick leave so that it will be available to them when incapacitated from the performance of duties under the above-stated circumstances.
- 4. Requesting Sick Leave:

Employees unable to report for work for their tour of duty due to one or more of the reasons stated in Sections B1, above will request sick leave from the appropriate leave approving official. If the leave-approving official is not on duty, another official with

authority to act on requests will be on duty. Sick leave requests may be made in person on a properly completed DCSF-71 if the requesting employee is on duty at the time of the request, or by telephone or other appropriate means if the employee is not on duty at the time of the request.

- a. Employees shall request sick leave at least an hour before the start of their scheduled tour of duty, except in the case of emergency.
- b. Employees will keep their leave approving official informed of the expected date of their return to duty, providing as much advance notice as practical of a change in the expected date of their return. An employee who requests a certain amount of sick leave (i.e., eight (8) hours) is expected to call back to request additional sick leave. If more is needed, leave-approving officials (or alternates) will not arbitrarily restrict the amount of sick leave granted (i.e., no more than eight (8) hours).
- c. When an employee requests sick leave, he or she will indicate the general nature of the incapacitation (or other reason for the request) and indicate his or her estimated date of return to duty. If an employee calls in to request sick leave and is informed that no leave-approving official (or alternate) is available to take the call, the employee will leave a message that he or she is requesting sick leave, indicate the general nature of the incapacitation (or other reasons for the request) and indicate his or her estimated date of return to duty. If the employee does not hear from the approving official within 24 hours, the employee shall again call in and repeat the process.

5. Granting Sick Leave:

- a. Accrued sick leave, properly requested and supported by administratively acceptable documentation will be granted in the situations specified in Section B1 above. In cases where the nature of the illness is such that an employee did not see a medical practitioner, a medical certificate may not be required if the employee provides an acceptable explanation.
- b. Generally, medical documentation will not be required for periods of less than three (3) days. For extended absences (i.e., more than three (3) working days) and for shorter periods when the employee has been advised that such evidence will be required and/or the supervisor reasonably doubts the employee's explanation, the supervisor may require medical documentation.
- 6. Advance Sick Leave: Advanced sick leave shall be handled in accordance with the applicable District policies and regulations. An employee who is incapacitated for duty because of serious illness or disability may be advanced sick leave for up to thirty (30) days. An employee's request for advance sick leave must be in writing and must be supported by medical documentation acceptable to the immediate supervisor and

- forwarded through the channels to the official authorized to approve the request. The approving official will consider the request in a timely manner.
- 7. Information given by an employee to a supervisor to support a granting of sick leave shall be treated as confidential information.

SECTION C: LEAVE WITHOUT PAY (LWOP)

- 1. Subject to the applicable District Personnel Regulations, an employee may be granted leave without pay. Normally, the initial period of leave without pay shall not exceed twelve (12) months.
- 2. The retention and accumulation of rights, benefits and privileges by employees who are on leave without pay shall be subject to the applicable District Personnel Regulations.
- 3. When an employee who is granted a leave of absence without pay due to illness or disability is reinstated, he or she shall be reinstated in accordance with District personnel regulations.

SECTION D: UNAUTHORIZED ABSENCE

- 1. Subject to the applicable District Personnel Regulations, employees may be charged unauthorized absence, which is a non-pay status, for an absence from duty not authorized by a proper leave-approving authority.
- 2. Unauthorized absence is charged when employees are absent without permission or have not notified their supervisor or provided satisfactory explanation or documentation for the absence from duty. An unauthorized absence charge may be changed later to an appropriate type of leave if the leave-approving official determines that the employee has satisfactorily explained the absence or presented acceptable documentation.
- 3. Occasional unavoidable or necessary absence of less than one hour, including tardiness, with satisfactory explanation, may be excused without charge to leave or, if the circumstances warrant, the employee may request and be granted annual leave instead of being charged unauthorized absence. An employee who is to be granted annual leave or placed in an unauthorized absence status for unexcused tardiness shall be informed of the amount of time to be charged before reporting to his/her work location (if different from reporting site). The amount charged will not exceed the minimum charge (one hour) necessary to cover the period of absence in accordance with the DPM. The employee will not be required to report to the work location (if different from the reporting site) or allowed to perform work during any portion of the period he/she is charged for the absence. Upon arrival to the duty, an employee who is tardy must immediately report to his/her leave approving official or that official's designee.

SECTION E: MATERNITY AND PATERNITY LEAVE

- Appropriate maternity leave before and following childbirth shall be granted at the
 request of the employee. The employee is obligated to advise her supervisor, and in
 advance, of the anticipated leave date. The length of incapacitation is to be determined by
 the employee and her doctor. Maternity leave may be accumulated annual leave, sick
 leave, or leave without pay, and shall be requested and approved in accordance with
 existing regulations. Sick leave may be granted only for the period of incapacitation.
- 2. A male employee may request annual leave or leave without pay for the purpose of assisting in caring for his minor child and /or the mother of his newborn child while she is incapacitated for maternity reasons. Approval of leave for such reasons shall be consistent with policies for granting leave in similar situations and such a leave request shall be considered on its own merits.

SECTION F: EXCUSED ABSENCES

- 1. Subject to the applicable District Personnel Regulations, employees may be granted an excused absence.
- 2. An excused absence is an absence from duty administratively authorized without loss of pay and without charge.
- 3. An excused absence is ordinarily authorized on an individual basis, except when the establishment is closed, or a group of employees are excused from work for various reasons.

SECTION G:

The Management and the Union agree that family medical leave issues are important to all members of the bargaining unit. The parties therefore agree that the provisions of the District of Columbia Family and Medical Leave Act, D.C. Official Code § 32-501, et seq. (2001 Ed.), shall be enforced.

ARTICLE 14 OFFICIAL TRAVEL

- 1. The Employer shall make every effort to secure the use of government vehicles for bargaining unit employees required to travel away from their work location to conduct official business.
- 2. The Employer agrees to reimburse each employee authorized to use his/her personal vehicle for official business at the prevailing rate established in the compensation agreement in effect between the parties when the instant agreement becomes official.

- The Employer will make every effort to decide and respond to an employee's request for approval for travel or expenses in advance of any scheduled travel. And all decisions and responses will be made within eighteen (18) calendar days. Furthermore, the Employer's failure or refusal to decide and respond to an employee's request for approval for travel or expenses relating to events or training mandated pursuant to a grant by the Center for Disease Control (CDC) or other grantor within fourteen (14) calendar days of submission of that request will be deemed an approval by the Employer of the request.
- 4. When the employee submits a mileage reimbursement voucher, it will be the responsibility of the Employer to forward all mileage vouchers to the appropriate Agency/CFO official(s) within two (2) weeks. Within one month of receipt by the appropriate official, the employee shall be reimbursed.
- 5. The Employer agrees further that employees using public transportation for official business shall be provided bus tokens or fare cards in advance.

ARTICLE 15 GRIEVANCE PROCEDURE AND DURATION

SECTION A: GENERAL

- 1. This procedure is established for use in the settlement 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 Department of Health or District of Columbia rules, regulations, or procedures which adversely affects the bargaining unit member's terms and conditions of employment.
- 2. Appeals of corrective or adverse actions shall be handled in accordance with applicable laws and regulations and are not subject to this grievance procedure article.
- 3. No step of this procedure may be skipped except by mutual consent between D. C. Government and the Bargaining Unit. (See Section B: details of explanation of steps.) The time limits set forth in this Article may be extended only by mutual consent. A grievance at any step received after 12 noon shall be considered to have been filed on the following day.
- 4. Each grievance filed at Step(s) 2, 3, 4, and 5 of this procedure shall contain: (1) Date grievance occurred; (2) Name of Bargaining Unit representative filing grievance; (3) Date grievance was filed; (4) Name of grievant and work site; (5) Name of Section Chief, Administrator, or other Management official with whom grievance was filed; (6) Nature of grievance; (7) Article and Section of Contract violated; and (8) Action requested.
- 5. Matters submitted under negotiated grievance procedures will not be grieved or appealed through other established administrative mechanism or vice versa.

- 6. If otherwise in a duty status, the employee and his Bargaining Unit representative, if employed by the District Government, are entitled to a reasonable amount of Official Time to present and pursue the grievance.
- 7. For the purposes of this Article, working days shall mean Monday through Friday.
- 8. 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.
- 9. The parties, or their authorized representatives, have the authority to settle any grievance at any stage of the grievance procedure.

SECTION B: PROCEDURE:

- Step 1: The aggrieved employee, with or without a Delegate, shall take up the grievance orally with the employee's immediate supervisor within ten (10) working days of the date of the grievance or of the employee's knowledge of its occurrence. The supervisor shall respond orally to the aggrieved employee and/or Delegate 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 a Union representative to the Administrator within ten (10) working days after the supervisor's response is due. The Administrator shall respond in writing to the Union representative within ten (10) working days.
- Step 3: If the grievance is still unresolved, it shall be presented in writing by a Union representative to the Senior Deputy Director within fifteen (15) working days. The Senior Deputy Director or his representative may convene an informal hearing prior to replying to the grievance, and shall respond in writing to a Union representative within fifteen (15) working days after the date of hearing or receipt of the grievance.
- Step 4: If the grievance is still unresolved, it shall be presented in writing by the Union representative to the Director within ten (10) working days after the response from Step 3, is due. The Director or his official representative shall reply in writing to the Bargaining Unit 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. Notice to the Employer must be served simultaneously on the Director and OLRCB.

SECTION C: ARBITRATION

ATTENDED TO

- 1. Within fifteen (15) calendar days from the date of the request for arbitration, either party may initiate a request to the Federal Mediation and Conciliation Service to provide a list of five (5) impartial persons qualified to act as arbitrators. The OLRCB and the Union shall select an arbitrator within five (5) working days after the receipt of such list. If they cannot mutually agree upon one (1) of the listed arbitrators, then the Employer and the Union will each strike one (1) arbitrator's name from the list of five (5) and will then repeat this procedure. The remaining person shall be the duly selected arbitrator.
- 2. If before the selection process begins, none of the submitted arbitrators are acceptable, a new panel may be sought. If either party refuses to participate in the selection process, the Tribunal shall have the authority to make the appointment from among the members of the panel.
- 3. Once the arbitrator is appointed, no new or different claims of alleged violation, misinterpretation or misapplication of this agreement or the compensation agreement, or alleged violation, misinterpretation or misapplication of the Department of Health, or District of Columbia rules, regulations or procedures which adversely affects the bargaining unit member's terms and conditions of employment may be submitted except with the consent of the arbitrator and mutual agreement of the parties. This provision shall not prohibit an arbitrator from fashioning an issue or remedy that he/she deems appropriate.
- 4. The parties will make reasonable efforts to schedule hearings within 120 days of the filing date.
- 5. The arbitrator shall not have the power to add, subtract from, or modify the provisions of this Agreement through the award.
- 6. The decision of the arbitrator shall be final and binding on the parties and shall be rendered within thirty (30) days after the conclusion of the hearing or within thirty (30) days after the arbitrator receives the parties' briefs, if any, whichever is later.
- 7. Expenses for the arbitrator's service and proceedings 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 verbatim record of the proceedings, it may cause such a record to be made. No arbitration award shall include payment of attorney or representatives' fees or costs.
- 8. 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 jurisdiction or authority to rule on the matter at all. The party disputing such assertion may request the PERB or D.C. Superior Court to compel arbitration on the matter.

9. Procedural issues not encompassed in the preceding paragraph may be raised first at the arbitration hearing and must be decided before a hearing on the merits, even if such results in a bifurcated arbitration hearing.

ARTICLE 16 CORRECTIVE OR ADVERSE ACTION

SECTION A:

Corrective and adverse actions may be imposed pursuant to law and Chapter 16, of the District Personnel Manual.

SECTION B:

Corrective and adverse actions shall be corrective rather than punitive and shall reflect the severity of the infraction.

SECTION C:

Corrective and adverse actions shall require prior written notice of the grounds on which action is proposed to be taken.

SECTION D:

Except in the case of summary discipline, corrective and adverse actions shall require an opportunity to be heard (which may be in writing only) before the action becomes effective. When summary discipline is imposed an opportunity for a hearing shall be afforded within a reasonable time after the action becomes effective in accordance with applicable regulations.

SECTION E:

Corrective and adverse actions shall provide that the head of the Agency shall be the final administrative authority with respect to the action.

SECTION F:

Disciplinary action imposed on probationary employees shall be governed by applicable District regulations, and may not be grieved under this collective bargaining agreement.

SECTION G:

When a supervisor has reason to discipline an employee, it shall be done professionally. To the extent possible under the circumstances, discipline will be administered outside of the presence other employees or the public. Employees also are expected to conduct themselves in a professional manner.

SECTION H:

Upon request, the Union will be given copies of any documentation used to support discipline of a member. Documentation used to support discipline shall be provided without charge, prior to or at the first grievance meeting.

ARTICLE 17 PERSONNEL FILES

SECTON A:

Official personnel files shall be maintained in accordance with the procedures of Chapter 31A of the D.C. Personnel Rules, "Records Management and Privacy of Records."

SECTION B:

An employee and his/her authorized representative shall be permitted to examine his/her personnel file in accordance with Personnel Rules. The employee or his/her representative shall indicate in writing and place in the employee's file that he/she has examined said file.

SECTION C:

Only those personnel who have an official right and reason for doing so may inspect an employee's file. Such personnel shall indicate in writing, to be placed in the employee's file, that he/she has examined said file and the reasons for said examination.

SECTION D:

Administrators may forward for placement, or employees may request placement of, information of a positive nature indicating competencies, achievements, performance or contributions of an academic, professional or civic nature in the employee's official personnel file. In addition, all other pertinent information shall be placed in the employee's file.

SECTION E:

In accordance with the provisions of-the guidelines and regulations of the District Personnel Manual, Chapter 31A, Records Management and Privacy of Records, confidential inquiries and replies to any such material received by the District government 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 the positions. However the use of such medical information shall not be in violation of D.C. or Federal law.

SECTION F:

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 in accordance with D.C. Personnel Regulations. The employee shall be made aware of information described in this paragraph being placed in the file and have the right to answer any material filed and the answer shall be attached to the file copy.

SECTION G:

Information other than records of official personnel actions shall be considered untimely and shall not be used in any manner in dealing with discipline or adverse action if it concerns actions occurring more than three (3) years in the past.

ARTICLE 18 EDUCATION

SECTION A:

- 1. In order to keep abreast of current practices in Public Health, employees may be required to apply for job related education and training. The Employer may provide educational/ training opportunities that will enhance the Allied Health Care Professionals' ability to meet licensure and privileging requirements as set by the Department of Health and the District of Columbia Government.
- 2. No administrative leave may be granted to Bargaining Unit employees for job related education/training and/or CEU's in the respective disciplines.
- 3. Bargaining Unit employees may be reimbursed by the Agency for obtaining training/CEU's in their respective discipline necessary to maintain their licensing as required by law or licensing board. Every effort shall be made to apply for approval of payment in advance of any scheduled training.
- 4. Administrative leave will be given for training required and paid for by a grant.

SECTION B:

- 1. There shall be a standing committee on Professional Development Education, with equal representation by labor and management.
- 2. The committee's responsibilities may include the following:
 - a. Making recommendations regarding the specific needs for in-service education programs.

- b. Receiving requests for the addition of programs or courses. The committee will review and recommend programs for ongoing education.
- c. The committee shall have access to any available information concerning training, including sources and costs.
- d. The committee shall make training and education recommendations to the Director of the Department of Health as needed.

SECTION C:

The Agency agrees to meet and bargain with the Union regarding training programs, monies available to Bargaining Unit personnel, and other issues the Union may have regarding training.

ARTICLE 19 REDUCTION IN FORCE

SECTION A:

Reductions-in-force shall be implemented under the provisions of D.C. Official Code § 1-624.08 (2004 Supp. to 2001 Ed.).

SECTION B:

The Employer agrees to send written notification to the Union of all proposed reductions-inforce that may affect unit employees, including the position and location. The Employer will bargain with the Union concerning the impact and effects of the RIF.

ARTICLE 20 DETAILS AND REASSIGNMENTS

SECTION A:

Bargaining Unit members may submit requests for details or reassignment to other positions and work locations within the Department of Health.

SECTION B:

Where involuntary reassignment or details are necessary, the Employer will attempt to reassign the least senior qualified employee.

ARTICLE 21 CONTRACTING OUT

SECTION A:

The Agency agrees to notify the Union thirty (30) days prior to final action or execution of an agreement to contract out services provided by Bargaining Unit employees, and bargain concerning the impact of such contracting out. The conduct of such contracting out shall be in accordance with D.C. law.

SECTION B:

This provision shall not apply when contracting is required to meet an immediate unanticipated need or in Court ordered emergency situations.

ARTICLE 22 HEALTH AND SECURITY

SECTION A:

- 1. 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.
- 2. Any time an employee is required to perform tasks which he/she believes would endanger his/her safety or health, or that of the client he/she is to notify his/her supervisor or designee. If not resolved at that level, the employee can bring the matter to the immediate attention of the next level of supervision. The employee shall document the incident on the appropriate incident sheet, as determined by management.
- 3. When work sites are closed for unsafe conditions or otherwise closed, employees who have reported for duty shall be reassigned or, based upon needs of the services as determined by the Employer, be granted appropriate leave.
- 5. If worksites are closed during the course of a workday and employees are reassigned, the employee will be compensated for transportation to the new worksite in accordance with Article 14.
- 6. Issues involving environmental conditions will be reported and processed in accordance with agency procedures.

7. Nothing in this article shall prevent employees or the Union from filing reports with the District of Columbia Office of Risk Management in accordance with applicable procedures.

SECTION B:

- 1. The Union shall designate one (1) Health and Safety Officer and an alternate to facilitate the implementation of this Article. The Union shall provide the Chief Operating Official with the names of the Health and Safety Officer and Alternate and will notify the Chief Operating Official of any changes in these designations.
- 2. The Union shall have an opportunity to designate a representative and an alternate to serve on each Committee which exists or may be established that addresses bargaining unit members' health and safety issues.

SECTION C:

- 1. The Employer and the Union agree that the personal safety of the employees in the course of performing their duties is of primary concern; thus when necessary, appropriate measures shall be taken to enhance the personal security of staff such as:
 - a. Providing an escort or team member with the employee assigned to make home visits;
 - b. Providing training in safety awareness and personal security and self-defense; and
 - c. Considering additional measures to improve security at worksites, including but not limited to cellular phones, metal detectors, surveillance cameras and two (2) way radios.
- 2. The Employer and Union agree that improved security is an appropriate issue for discussion at regular Labor/ Management meetings.

ARTICLE 23 INCLEMENT WEATHER

Employees 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 24 EQUIPMENT AND SUPPLIES

SECTION A:

The Employer will provide adequate supplies and equipment necessary to perform services.

SECTION B:

To the extent possible, sufficient space shall be made available for the confidential interviewing of clients.

ARTICLE 25 PROFESSIONAL PRACTICE

SECTION A: JOB DESCRIPTIONS

- 1. The Employer shall make available to each new employee the written job description.
- 2. Employees already employed may receive a copy of their job description upon request.

SECTION B: POLICY MANUAL

A time table for obtaining an updated applicable policy manual shall be a valid topic for discussion in labor management meetings.

SECTION C: STAFFING

- 1. Staffing decisions that impact the professional practice of business unit employees are appropriate subjects for Labor Management meetings. When changes in staffing occur, the Employer agrees to meet and bargain with the Union prior to such changes taking effect, however, the Department of Health retains all management rights concerning staffing pursuant to the D.C. Official Code §1-617.08 (2001 Ed.).
- 2. The Employer shall determine the employee staffing levels for all programs necessary to provide quality health care services within the duration of the life of the contract. In the determination of these staffing levels the Director shall consider the recommendations of a committee of the bargaining unit members designated by the Union.

ARTICLE 26 PERFORMANCE EVALUATIONS

The Agency shall establish a performance management system in accordance with D.C. Official Code §1-613.51, et seq. (2001 Ed.).

ARTICLE 27 PRINTING COSTS

The cost of printing this Agreement will be borne equally by the Union and the Department of Health.

ARTICLE 28 SAVINGS CLAUSE

In the event any Article, section or portion of the Agreement shall be rendered invalid and unenforceable by any law, court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, section or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to negotiate a substitute Article, Section or portion thereof.

ARTICLE 29 FINALITY OF AGREEMENT

The Agreement represents the complete agreement of the parties with respect to all matters that were or could have been negotiated. 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. This agreement may only be modified or amended by a written document signed by authorized representatives of both parties.

ARTICLE 30 DURATION

This Agreement shall be in full force and effect from the date this agreement is signed by the Mayor, and shall remain in effect until September 30, 2020. The Agreement shall be automatically renewed for one (1) year thereafter unless either party gives the other party written notice of intention to terminate or modify the Agreement between eighty (80) and one hundred fifty (150) days prior to the stated termination date.

MEMORANDUM OF AGREEMENT

Between

The District of Columbia Department of Health

And

1199 SEIU United Healthcare Workers East

The District of Columbia Department of Health (DOH) and 1199 SEIU United Healthcare Workers East (SEIU) are parties to a working conditions collective bargaining agreement (CBA) that will expire by its terms on September 30, 2017.

Neither Party desiring to change the terms of the CBA, the Parties have agreed to roll over the existing terms of the CBA for three years ending on September 30, 2020. There are no changes to the CBA that expires on September 30, 2017.

IN WITNESS, WHEREOF, the undersigned duly authorized representatives of the Parties have affixed their signatures:

FOR SEIU	FOR DOH
Sesa Wallace Lisa Wallace Lisa Wallace	LaQuandra Nesbitt MD, MPH, Director
Call Suc 18/29/2017 Calvin Lucas, 1199SEIU-UHWE/	Lionel Sims, Director OLRCB
Emily Blake, 1199SEIU-UHWE	Earl Hurphy, Labor Liaison DOH
Andrew Hennenfent, 11995 EIU-UHWE	Dean Aqui, Supervisory Atty. Advisor, OLRCB

APPROVAL

This collective bargaining agreement between the District of Columbia Department of Health and 1199 Service Employees International Union United Healthcare Workers East, dated November 2017 has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code and is hereby approved on this 21 day of November 2017.

Murie E. Bowser, Mayor

THE COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES

AND

THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES AFL-CIO

FY 1988 - 1990

LOCAL 2737 and 2978

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Section 1:

Section 2:

The Employer and the Union recognize the need to provide efficient service to the public and to maintain the quality of service. Further, both parties agree to the need for establishing and maintaining a sound labor-management relationship and mutually agree to continue working toward this goal. Each side has been afforded the opportunity to put forth all its proposals and to bargain in good faith and both parties agree that this Agreement expresses the results of their negotiations. Therefore, to ensure the stability of this Agreement, no new provisions shall be proposed during the terem unless provided for elsewhere in the Agreement or such proposal is entertained by mutual agreement of the parties.

ARTICLE 1 RECOGNITION

Section 1:

The Employer hereby recognizes that the Union is the exclusive representative of all employees in the units as defined in Section 3 below. The Union recognizes its responsibility of representing the interests of all such employees without discrimination and without regard to Union membership.

Section 2:

This contract is applicable to all employees of the units defined as follows:

REHABILITATION CENTER FOR ALCOHOLICS: A unit consisting of professional employees, excluding supervisors and managerial personnel. This unit is represented by Local 2737, AFGE.

REHABILITATION CENTER FOR ALCOHOLICS: A unit consisting of all non-professional employees excluding supervisors and managerial personnel. This unit is represented by Local 2737, AFGE.

DETOXIFICATION CENTER FOR ALCOHOLICS: A unit consisting of all non-professional employees, excluding management executives, confidential employees, supervisors, or any employees engaged in personnel work in other than a purely clerical capacity. This unit is represented by Local 2737, AFGE.

CLINICAL SERVICES: A unit consisting of all District Schedule employees of the Ambulatory Health Care Services Administration and the Preventive Health Services Administration, Commission of Public Health, Department of Human Services, excluding professional employees, management executives, confidential employees, supervisors, or any employee engaged in personnel work in order than a purely clerical capacity. This unit is represented by Local 2978, AFGE.

SUPPLEMENTAL FOOD WAREHOUSE OPERATIONS BRANCH: A unit consisting of all non-professional employees of the Supplemental Food Warehouse Operations Branch, Materiel Support and Contracts Division, Office of Administration, Executive Direction and Support, Department of Human Services, excluding management executives, confidential employees, supervisors or any employee engaged in personnel work in other than a purely clerical capacity. This unit is represented by Local 2978, AFGE.

OFFICE OF ADMINISTRATION: A unit consisting of all wage grade employees of the Cargo Section, Transportation Branch of the Office of Administration, Department of Human Services, excluding professionals, management officials, supervisors, confidential employees, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administering the provisions of Title XVII of D.C. Law 2-139. This unit is represented by Local 2978, AFGE.

AMBULATORY HEALTH CARE: A unit consisting of all nonsupervisory Dental Hygienist of the Ambulatory Health Care Services Administration, Department of Human Services, excluding Management officials, supervisors, confidental employees, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administering the provisions of Title XVII of the Comprehensive Merit Personnel Act. This unit is represented by AFGE Local 2978.

HOME CARE SERVICES: "All non-professional employees of the Home Care Services Bureau, Long-Term Care Administration, Commission of Public Health, Department of Human Services, excluding Management officials, confidential employees, supervisors, or any employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administering the provisions of D.C. Law 2-139". This unit is represented by AFGE Local 2978.

ARTICLE 2 UNION SECURITY AND UNION DUES DEDUCTION

Section 1:

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

Section 2:

The Employer agrees to deduct Union dues from each employee's bi-weekly pay upon authorization on D.C. Form 277. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer thirty (30) days prior to each annual anniversary date (effective date) of this Agreement, regardless of the provisions of the 277 Form. When Union dues are cancelled the Employer shall withhold a service fee in accordance with Section 3 of this Article.

Section 3:

Because the Union is responsible for representing the interest of all unit employees without discrimination and without regard to Union membership, (except as provided in Section 5 below), the Employer agrees to deduct a service fee from each non-union member's bi-weekly pay without a written authorization. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$.05) per deduction, per pay period. Upon a showing by the Local Union that sixty percent (60%) of the eligible employees for which it has certification are Union members, the Employer shall begin withholdling, no later than the second pay

period after this Agreement becomes effective and the showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee withholding shall continue for the duration of this Agreement. Payment of dues deductions shall be implemented in accordance with procedures established by the Employer and this Article. Employees who enter the bargaining unit where a service fee is in effect shall have the service fee or Union dues withheld within two (2) pay periods of his/her date of entry on duty or 277 Form authorization.

Section 4:

The service fee applicable to non-union members shall be equal to the bi-weekly union membership dues that is attributable to representation.

Section 5:

Where a service fee is not in effect, the Union may require that any employee who does not pay dues or a service fee shall pay all reasonable costs incurred by the Union in repesenting such employee(s) in grievance or adverse action proceedings in accordance with provisions of the Comprehensive Merit Personnel Act.

Section 6:

The Employer shall be indemnified or otherwise held harmless for any good faith errors or omissions in carrying out the provisions of this Article.

Section 7:

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

ARTICLE 3 EMPLOYEE RIGHTS

Section 1:

The Employer and the Union agree that employees have the right to join, organize or affiliate with or refrain from joining, or organizing or affiliating with a Union. This right extends to participation in the management of the Union, or acting as a representative of the Union. Upon determination by the Employer that a conflict of interest exists by virtue of an employee holding an official position in the Union, or from his acting as a representative of the Union, the Employer shall so notify the employee and the Union. The employee shall have thirty (30) days to relinquish their Union responsibilities (i.e. paperwork, grievances). However, this provision shall not be interpreted to conflict with D.C. Code 1-618.1(d).

Section 2:

The provisions of the contract shall apply to all bargaining unit employees. However, the terms of this contract do not preclude any bargaining unit employee from bringing matters of a personal concern to the attention of appropriate officials in accordance with applicable regulations and/or procedures.

Section 3:

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

ARTICLE 4 MANAGEMENT RIGHTS

The provisions of Section 1708(a) Management Rights of D.C. Law 2-139, Comprehensive Merit Personnel Act, prescribes the Management Rights and as such are beyond the scope of negotiations.

ARTICLE 5 UNION RIGHTS

The Union as the exclusive representative of all employees in the unit has the right as provided in Section 1711(a) of D.C. Law 2-139 to act for and negotiate agreements covering all employees in the unit and is responsible for representing the interests of all such employees without discrimination and without regard to membership in the labor organization.

ARTICLE 6 GENERAL PROVISIONS

Section 1:

The Employer agrees to permit the Union to use a reasonable amount of bulletin board space at each worksite to disseminate information subject to the requirements of the Union gaining prior approval of the Employer to use the bulletin board space. The Employer agrees to advise and/or meet with the Union President or Designee prior to removing any material posted by the Union on the designated bulletin boards. Otherwise, only the Union President or Designee shall remove material posted by the Union on designated bulletin board space. Additional bulletin boards may be provided by the Union and placed in mutually agreed upon areas.

Section 2:

To the extent practicable, Union stewards shall be designated to represent employees of their work area. In the absence of a designated shop steward, the chief shop steward shall be responsible.

Section 3:

The Union shall supply the Employer in writing and maintain with the Employer a complete list of all elected officers and all authorized Union stewards. The Employer will recognize the number of Union stewards as may be agreed upon in the supplements.

Section 4:

Administrative leave to attend Union sponsored training shall be granted in accordance with Article 34, Leave, Section 4 B(2).

ARTICLE 7 PRINTING AND DISTRIBUTION OF THE CONTRACT

Section 1:

.. The Union and the Employer shall share equally the cost printing and distribution of the contract.

Section 2:

The Union will ensure that each employee covered by provisions of this Agreement receives a copy. This include employees hired subsequent to this Agreement going into effect.

ARTICLE 8 STATISTICAL LIST

Section 1:

Following the execution of this Agreement and upon request by the Union the Department shall provide the Union with a list of bargaining unit employees covered by this Agreement. This list shall include names, CBU Codes, grades, responsibility centers, and if possible, titles of said employees. This list shall be updated semi-annually, upon request by the Union.

Section 2:

The Agency agrees to provide an organizational chart to the Union when it becomes available, and updates as applicable.

Section 3:

The Union shall be provided copies of vacancy announcements for bargining unit positions.

Section 4:

The status of separation and new hires shall be provided at labor/management meetings when such information is available and requested by the Union.

ARTILCE 9 CONSULTATION MEETINGS

Section 1:

It is agreed that matters appropriate for consultation between the parties are regulations, policies and practices related to working conditions and related matters which are within the scope of the District Personnel regulations.

Section 2:

Management agrees to make provisions for Labor/Management Consultation meetings on an as needed monthly basis, when requested by either party. Meetings shall be scheduled during the administrative work week between the hours of 8:15 a.m. and 4:45 p.m. Nothing shall be agreed to in these meetings which would have the effect of altering or amending this Agreement.

Section 3:

The Employer agrees to provide appropriate personnel to respond to agenda items if necessary. If issues are not resolved at the Labor/Management meeting, the Employer agrees to furnish the Union, within fifteen (15) calendar days, a response to the status of the unresolved agenda items. The fifteen (15) day time limit may be waived by mutual agreement.

Section 4:

The Labor/Management Consultation meeting shall include representatives of the Employer and the Union. The Employer agrees that the Union may have present at these meetings officers and stewards of the Local. In addition, the Union may have present other officials of the Union from the American Federation of Government Employees National and/or the 14th District Office at all meetings, if necessary.

Section 5:

Agendas shall be exchanged at least five (5) administrative work days prior to the meeting. The Employer will be responsible for organizing and facilitating these meetings. Current grievances shall not be agenda items or discussed at the consultation meetings. Sub-committees may be established as mutually agreed.

Section 6:

The Employer and the Union agree that special consultation meetings may be held to confer on matters affecting working conditions in the bargaining unit. These meetings may be held at a higher level, if appropriate. Either party requesting a special consultation meeting shall make the request in writing and include the agenda to be discussed. Such meetings shall be held as soon as possible.

ARTICLE 10 LOCKERS AND CABINETS

The Employer agrees to continue to provide locked cabinets or lockers for employees' personal belongings in the facilities where they have already provided them. In areas where this is not possible, the Employer shall provide a secured area for the employees' personal belongings. Employees shall be responsible for securing their personal belongings in designated areas.

ARTICLE 11 OFFICE SPACE AND EQUIPMENT

The Employer agrees to provide office space for each Local covered by this Agreement. The Department will make available to the Union furniture declared excess to the needs of the Department, if such is available, and approve the installation of a Union financed telephone.

ARTICLE 12 PATIENT MEDICAL CARE

No employee will be required to violate Federal Narcotics Laws, the D.C. Code or applicable administrative policy and procedures for dispensing and/or administering medication.

ARTICLE 13 EMPLOYEE CONSULTATION AND COUNSELING SERVICES

Section 1:

Employees having problems, not purely medical, which adversely affect their job performance, such as alcoholism, drug dependence, family matters and emotional distrubances may be referred to employee consultation and counseling services.

Section 2:

Employees suffering with personal problems affecting their job performance are encouraged to participate in consultation and counselling services.

Section 3:

Employees suspected of having problems, causing excess absenteeism or directly affecting their work performance may be referred to employee consultation and counseling services.

Section 4:

No disciplinary actions shall be taken against any employee solely for alcoholism, drug dependency or emotional disturbances unless the Employer has met its obligations under the D.C. Code §1-621.7(3) (1981 ed.).

Section 5:

Prior to initiation of discipline, employees accepting direct referral will be provided reasonable time to improve work performance and/or attendance provided however, that the employee adheres to the requirements of the employee consultation and counseling services and the employee's work performance satisfactorily improves.

Section 6:

Nothing in this Article shall be construed to limit Management's right to take adverse/corrective action immediately should the employee be a threat to the safety of him/herself, co-workers or the public.

Section 7:

If the employee fails to accept counseling and there is no acceptable improvement in work performance and/or attendance, as determined by the Supervisor, appropriate action may be initiated as warranted.

ARTICLE 14 HEALTH AND SAFETY

Section 1:

The Employer agrees to take corrective action to have all reported hazardous or unsafe working conditions corrected. The employee will continue to make every reasonable effort to provide and maintain safe working conditions. The Union will cooperate in these efforts and encourage employees to work in a

safe manner and to observe safety regulations and to promptly report to supervisors all injuries.

Section 2:

If an employee observes an unsafe practice, faulty equipment, or an environmental condition which represents health hazards, he/she shall report it to the appropriate supervisor. If the employee desires, he/she may be represented by a shop steward.

Section 3:

Employees will not be requested to perform duties in areas which are unsafe or unhealthly as determined by a competent authority and shall be reassigned to other areas until safety problems have been resolved.

Section 4:

Protective devices and other equipment or clothing necessary for the protection of employees from injury shall be provided by the Employer, as deemed necessary. The Employer agrees to furnish rain gear, gloves, and boots to employees when necessary, and withing budgetary constraints.

Section 5:

The Employer agrees to take necessary steps to ensure the safety of employees who are required to work alone. The Employer agrees to immediately review all present security/safety measures affecting these employees and to ensure that these procedures are known and carried out by all employees. Where necessary, the Employer agrees to review and/or implement security measures for the protection of the employees. A continuous review of security/safety measures shall be the joint responsibility of the Safety Committee.

Section 6:

When it becomes know that an accident has resulted in a permanent or partial disabling work injury, the Employer agrees to notify the Union President promptly.

Section 7:

The Employer agrees to make every effort to arrange transportation for emergency medical treatment, if required, for an employee incapacitated due to illness or accident on the job.

Section 8:

- A. When complete physical examinations are required for or requested by new employees, they will be made available by the Employer within thirty (30) days of the employee's entrance on duty. The Employer agrees to provide health screening to employees who have come in contact with a client having a communicable disease as determined by a Department physician. In addition, the Employer shall ensure that employees receiving positive results from any health screening will receive adequate follow-up care.
- B. The Employer agrees to continue to make available health screening, when required by the Department.

Section 9:

The Employer agrees to provide adequate first aid stations and/or kits easily accessible to all employees in order to provide maximum first aid comfort to employees during emergency illness or on-the-job injury. Further, the Employer agrees to notify all employees of the designated health facilities.

Section 10:

The Employer agrees, within limitations of budget and staff, to maintain equipment, and vehicles in good state of repair. Employees will not be required to operate equipment or vehicles deemed defective by a competent authority. Deficiencies in this area shall be discussed at Safety Committee meetings.

Section 11:

- A. A Safety Committee of three (3) representatives from AFGE and three (3) representatives from each Administration shall be established.
- B. AFGE and the Administration shall each appoint a cochairperson of the Committees.
- C. The Safty Committees shall:
 - meet on monthly basis, unless mutually agreed upon. Prior to a regularly scheduled monthly meeting, Labor and Management must submit their respective agendas to each other five (5) days in advance; and

 conduct safety surveys, consider training needs and make recommendations to the respective Administrations.

Section 12:

The Employer shall distrubute to all employees appropriate health guidelines governing communicable diseases.

Section 13:

In the event of excessive temperature or equipment failure the Employer shall adhere to Chapter 12 of the District Personnel Manual (DPM).

ARTICLE 15 STRIKES AND LOCKOUTS

Section 1:

The Employer will not engage in any lockouts of employees during the term of this Agreement.

Section 2:

The Union or any of its members will not cause, sanction or participate in any strike, sick-out, sit-in, slow down or work stoppage at any time.

ARTICLE 16 REIMBURSEMENT FOR PRIVATELY OWNED VEHICLES MILEAGE

Employees are not required, but may elect to use their privately owned vehicles on official business. Employees who elect to use their vehicle shall first be certified for reimbursement of mileage, and reimbursed by the Employer at the rate established by law.

The Employees will be notified annually, in writing, by the Employer of their Certification of Mileage.

Employees not covered may rightfully refuse to use their private vehicles.

ARTICLE 17 REGULATIONS

The Employer agrees to furnish the Union with a copy of changes to the District Personnel Manual (DPM), the Comprehensive Merit Personnel Act (CMPA), and any administrative issuances which impact on the working conditions of bargaining unit employees.

ARTICLE 18 PERSONNEL ISSUES

The Employer agrees that employees in the bargaining unit should direct questions on such personnel issues as: retirement, death benefits, and disability compensation to the facility/area Administrative Officer who will refer the employee to the appropriate office and location.

ARTICLE 19 USE OF OFFICIAL TIME

Section 1:

The Union President or Union Steward may receive complaints and grievances of employees during duty time from employees in the bargaining unit. Stewards shall be given a reasonable amount of official time for the processing of grievances in accordance with this Agreement. Should it become necessary for a steward or an employee covered by the provisions of this contract to leave his/her work section, he/she shall receive permission from his/her supervisor and the supervisor of the work section he/she intends to visit. The steward or employee will report to her supervisor the fact of his/her return to the work section.

Section 2:

When a meeting is scheduled between an employee and one (1) or more supervisors/managers, the employee may request that a Union representative be present. However, this right to be present does not extend to discussions of personal and/or work performance problems between the employee and supervisory officials.

Section 3:

The President of the Union and Shop Stewards shall be provided official time to carry out responsibilities consistent with the provision of this Article.

ARTICLE 20 RETIREMENT

The Employer will continue to provide counseling to employees who are of retirement age. This counseling will include information on voluntary deductions, benefits, insurance, and assisting employees in preparing all necessary retirement papers. Further, the Department shall continue to provide training on the retirement program, and shall ensure that notices announcing the program will be posted in all areas.

ARTICLE 21 EQUAL OPPORTUNITY

Section 1:

The Employer agrees to provide equal opportunity for all employees.

Section 2:

The Department of Human Services is fully committed to the Equal Employment Opportunity Program of the D.C. Government. It is the policy of the Department to provide equal opportunity in employment for all qualified and qualifiable persons in its workforce or being recruited for its workforce by prohibiting discrimination because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation in all aspects of its personal policies, program practices and operations and in all its working conditions and relationships with employees and applicants for employment; and to promote the full realization of equal opportunity in employment through continuing programs of affirmative action at every management level within the Department.

Section 3:

Through the procedures established for Labor-Management Consultation, each party agrees to advise the other of equal opportunity problems of which they are aware. The Employer and the Union agree to jointly seek solutions to such problems.

Section 4:

The Employer agrees to provide each Local President or designee, on a annual basis, a status report on its affirmative action.

Section 5:

Charges of discrimination shall be considered by the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

ARTICLE 22 DISTRIBUTION OF HEALTH BENEFIT PLAN

The Employer agrees, when provided by the Union, to distribute the AFGE Health Benefit Plan Brochure during the open session enrollment period to those employees who are eligible.

ARTICLE 23 USE OF DISTRICT GOVERNMENT FACILITIES

Section 1:

At the request of the Union, and after the Employer gives proper permission, facilities will be provided for official Union meetings during the non-duty hours of the employees in the Local Union.

Section 2:

The Union agrees to exercise reasonable care in using such space and will leave it in a clean, orderly condition.

ARTICLE 24 CLASSIFICATION AND JOB DESCRIPTIONS

A. Classification:

Section 1: An employee in the bargaining unit may discuss/review his/her job classification in terms of title, series, grade or description with the appropriate supervisor who will meet promptly with the employee and his/her representative to discuss the matter. Such request may be presented orally to the appropriate supervisor. If the matter is not satisfactorily settled at this level, the employee may initiate a classification appeal in accordance with the classification appeal procedures in the Personnel Policy Manual.

B. Job Descriptions:

Section 1: Every employee within the unit will be supplied with a copy of their official job description.

Upon request, the Union will be supplied with a copy of each job description, when needed for a grievance or classification appeal.

Employees will be informed of any changes in their job description affecting their position, prior to implementation.

Section 2: Each job description shall spell out the duties of the employee. When the phrase "other duties as assigned" is included in a position description, it will not be construed to include unrelated duties which are regular or recurring in nature and which would adversely affect the employee's title, grade or series.

Section 3: The Employer agrees that "other duties as assigned" shall not, except in unusual circumstances be used as a basis for assigning duties to an employee which are unrelated to their principal duties.

C. Equal Pay for Equal Work:

The principal of equal pay for substantially equal work will be supported in accordance with the provisions of D.C. Code Section 1-612.1 and applicable personnel procedures.

Appeals:

Violations of classification issues/equal pay for equal work shall be appealed to the Office of Employee Appeals in accordance with their procedures.

D. Grievances:

Grievances concerning this Article shall be processed in accordance with applicable personnel procedures.

ARTICLE 25 DETAILS

Section 1:

- A. A detail is the temporary official assignment of an employee to a different position for a specified time period, with the employee returning to his/her regular duties at the end of the detail. The employee on detail shall at all times be considered the incumbent of his/her regular position.
- B. Detail work assignments will be used only for meeting temporary needs of the Employer's work program and on-the-job training. Details may be appropriately used to meet emergencies occasioned by abnormal work loads, changes in mission or organization, or unanticipated absence. The Employer realizes that any detail should be made with the objective in mind that it is of a temporary nature and that the duration of a detail is to be kept to a minimum.

Section 2:

Details shall not be used for more than 120 consecutive days to higher grade positions or for positions with promotion potential. Details shall not extend beyond 120 days unless prior approval is obtained from the D.C. Office of Personnel.

Section 3:

A record of all employee details to higher graded postions in excess of five (5) working days shall be documented and placed in his/her personnel file to be used as a reference for qualifications

for future job openings. Except in emergencies, notification of a detail shall be given to the affected employee in writing five (5) working days prior to the proposed implementation.

Section 4:

An employee detailed or assigned to perform duties at a higher graded position for more than 120 consecutive days shall receive acting pay and have their pay adjusted to the higher rate of pay beginning the first full pay period following the 120 day period.

Section 5:

Any employee covered by this Agreement shall not forfeit any benefits to which otherwise entitled under this Agreement while on detail or assignment to another activity, provided however, such employee will be expected to conform to the rules and regulations governing such matters as hours of work in effect at the temporary duty activity.

Section 6:

If working conditions of any employee on detail to another activity are less than those covered by this Agreement (except as provided by Section 5 of this Article), are reported to the Employer, the Employer will refer this information to the appropriate authorities for corrective action.

Section 7:

Temporary promotions shall be made in accordance with appropriate provisions of the District Personnel Manual.

Section 8:

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with position classification procedures.

Section 9:

The Employer shall provide the Union and employee with notice of details exceeding 30 days.

ARTICLE 26 TRAINING AND UPWARD MOBILITY

Section 1 - Carrer Ladder:

The Employer and the Union recognize the need for increased cooperation in the areas of employee training and upward mobility. Both parties subscribe to the principles of career ladder and promotion from within. Therefore, both parties agree to study and implement an upward mobility and training program for members of the bargaining unit; within the limitations of funds and positions available, consistent with other articles of this Agreement.

Section 2:

The Employer agrees that administrative leave not to include travel or per diem may be granted to an employee representative to attend traning approved by the Office of Labor Relations and Collective Bargaining, which is designed to advise representatives on matters of mutual concern to the Employer and Union within the scope of the Comprehensive Merit Personnel Act, Title 17.

Section 3:

Training which is authorized and approved by the Employer under the terms of this Agreement shall be conducted during the duty hours of the employee concerned where practicable. This does not apply to reading assignments given as part of training, nor does this clause or any aspect of this Agreement or any supplemental agreement preclude an employee from participation in training on his/her own time if he/she so chooses.

Section 4 - Outstanding Training:

The Employer shall encourage and assist employees in obtaining career-related training and education outside the Department by regularly collecting, publishing, and posting on all appropriate bulletin boards, all current information on training and educational opportunties available elsewhere, and informing employees of any time or expense assistance the Employer may be able to provide.

Section 5 - Inter-Departmental Training:

The Employer shall provide the Local Presidents with informational copies of the Departmental Training Course Schedules.

Section 6:

Bargaining unit employees may discuss with their supervisors individual training needs. Such request shall be considered by the supervisor consistent with the provisions of this Agreement.

ARTICLE 27 CORRECTIVE/ADVERSE ACTION

Section 1:

Corrective/adverse actions shall be administered in accordance with the appropriate personnel regulations. Consistent with the District Personnel Manual, Chapter 16, disciplinary action shall be for cause and shall be progressive in nature.

Section 2:

Corrective/adverse actions may be grieved/appealed by an employee (except probationary employees) in accordance with Article 38, Grievance Procedure at the step where the final decision was made or as provided in Chapter 16, District Personnel Manual. Where an employeee has initially elected to utilize a procedure, that shall be the exclusive procedure for that grievance.

Section 3:

A charge of AWOL cannot be used as a form of disciplinary action; however, it may be used as a basis for disciplinary action only when the employee is charged in a procedurally correct manner in accordance with personnel regulations.

Section 4:

If the Employer has reason to admonish an employee it shall be done in a manner so as not to subject the employee to unnecessary embarrasment.

Section 5:

The Employer will notify the employee within 90 days when possible, when corrective/adverse action is being proposed of the occurrence of the incident, unless the investigation is still ongoing. The failure of the Employer to issue such notice shall not preclude the discipline.

ARTICLE 28 REST PERIODS

To the extent practical, and without adverse impact on the efficiency of the Employer, employees shall be granted two (2) rest periods per eight (8) hours shift. Such rest periods shall not exceed fifteen (15) minutes each. Rest periods shall not be used to lengthen the lunch period or to shorten the work day. Rest periods will be scheduled as close as possible to the middle of each half shift at the discretion of the Employer.

ARTICLE 29 DISABILITY COMPENSATION

Bargaining unit employees are covered by Title XXIII of D.C. Law 2-139. Grievances concerning this Article shall be appealed in accordance with the provisions of Title XXIII.

ARTICLE 30 ACCEPTABLE LEVEL OF COMPETENCE

Section 1:

When the supervisor's evaluation leads to a conclusion that the employee's work is not an acceptable level of competence, the supervisor shall provide the following to the employee in writing as soon as possible and at least sixty (60) days before the employee is eligible for a step increase, if applicable.

- a. An explanation of each aspect of performance in which the employee's services falls below the acceptable level and how this renders performance on the job as a whole before an acceptable level.
- b. A statement of the acceptable level of performance on each of those work aspects.
- c. Advice as to what the employee must do to bring his/ her performance up to the acceptable level.

Section 2:

A negative determination will be reviewed monthly.

Section 3:

A negative determination may be appealed first within the Department and second to the Office of Employee Appeals. Within the Department it may be appealed in accordance with District Personnel regulations. A decision of the Department sustaining a negative determination may be appealed to the Office of Employee Appeals within fifteen (15) days of the final Department decision.

Section 4:

The present system used to evaluate performance will continue to be used until such time as the performance rating plan prescribed in Title XIV of the Comprehensive Merit Personnel Act is established after negotiations with the Union. The provision of this Article shall be superceded accordingly by such new system.

ARTICLE 31 HOURS OF WORK

Section 1:

The basic work week shall consist of five (5) consecutive days, Monday through Friday, except for employees in positions which provide services outside the basic work week. Each work day shall consist of eight (8) hours, excluding a lunch period.

Section 2:

Work schedules showing the employee's shift, work days and hours shall be posted on appropriate bulleting boards where applicable.

Section 3:

At any time the normal basic work week or related matters, are to be changed, the Employer agrees to consult with the Union prior to implementation. Such changes will be effected in accordance with the appropriate personnel rules and regulations.

Section 4:

Overtime assignments will be made in accordance with the District's Personnel Manual. Where the operational mission allows, overtime assignments will be offered equitably to qualified personnel on a voluntary basis. A list shall be posted for employees to sign up for voluntary overtime.

Section 5:

Where possible, employees will be notified one (1) week in advance of any permanent changes in their scheduled tour of duty.

Section 6:

Employees assigned to work unscheduled overtime may be excused upon offering a reason which is acceptable to Management.

ARTICLE 32 LUNCH PERIOD

Section 1:

Employees working a regular basic work week shall have a lunch period not to exceed thirty (30) minutes. Such lunch periods shall be scheduled as close to the middle of the tour as possible.

Section 2:

Both parties agree that lunch periods are employees own time and therefore shall be free of work duties, to the extent practicable. However, if this is not possible employees working exceptional tours of duty shall be permitted to eat while on duty.

ARTICLE 33 MERIT PROMOTION

Section 1:

All positions within the bargaining unit shall be filled in accordance with the District's Merit Staffing Plan.

Section 2:

The Department agrees that vacancy announcements shall be posted for a period of at least ten (10) days prior to the expiration date, on official bulletin boards convenient to all work areas. Such announcements shall provide a synopsis of duties to be performed, qualifications required, any special knowledge, skills or ability that will be given consideration. Each local union president or designee shall be furnished a copy of all vacancy announcements, cancellations, corrections or amendments.

Section 3:

A review of an applicant's minimum qualifications shall be made by a representative of the Employer's Personnel Division. An applicant in the bargaining unit who is rated ineligible shall be notified in writing and given the reason he/she did not qualify. An applicant who has been rated ineligible shall have the right to a meeting within five (5) days of notification with a personnel representative. Redress, if any, shall be in accordance with the District's Merit Staffing Plan.

Section 4:

When a rating panel is convened for positions in the bargaining unit, the Union may send one (1) representative. The panel shall meet to review the candidates' applications and rank the candidates in accordance with the District's Merit Staffing Plan.

Section 5:

The Employer agrees to notify the Local President at least five (5) working days prior to the convening of the rating and ranking panel. The Union agrees to furnish the name of the union representative appointed to the panel. Such union representative must meet all of the conditional qualifications for panel membership as required by the District's Merit Staffing Plan.

Section 6:

After the rating panel has finished its review and ranked the candidates appropriate, the list of the best qualified candidates shall be admitted to the selecting official. The selecting official shall make the selection from among the list of best qualified applicants referred by the panel. The selecting official may non-select from the selection certificate in accordance with the District's Merit Staffing Plan. In the event no selection is made from the highest category of eligible candidates certified, the selecting official agrees to submit a written justification along

with the returned selection certificate to the D.C. Office of Personnel.

Section 7:

The Union agrees to waive the participation in the panel review when less than three (3) applicants are submitted for the vacancy.

Section 8:

When a position in the bargining unit is filled, the selected employee will perform the full range of duties within ninety (90) days. The supervisor will advise the employee of his/her level of performance during this period and provide assistance as necessary.

Section 9:

The Employer agrees to provide each Local with a copy of the Merit Staffing Plan.

ARTICLE 34 LEAVE

Section 1 - Application For Leave:

Any request for leave of absence shall be submitted in writing on SF-71 by the employee to his immediate supervisor. This request shall state the type of leave requested and the length of time off the employee desires.

Any employee's request for immediate leave due to family sickness or death shall be answered immediately. A request for a short leave of absence, not to exceed three (3) days shall be answered before the end of the work shift in which the request is submitted.

A request for leave of absence exceeding two (2) weeks shall be answered within five (5) days, except for scheduled vacations, as provided for elsewhere in this Agreement. If the request is disapproved the supervisor will return the SF-71 with the reasons for disapproval indicated.

Section 2 - Vacation Schedules:

The Employer reserves the right to determine the number of employees in each job category who may be scheduled annual leave at any given time. Vacation schedules shall be based on employee requests and posted as early in the leave year as possible. Once posted, schedules may not be changed except by mutual agreement of the parties concerned or in case of emergency. Scheduling conflicts will be resolved first by discussion with employees involved and then based on the needs of the service. When the needs of the service are met, scheduling of leave will be resolve by first come, first served basis.

Section 3 - Paid Leave:

A. Annual Leave: Request to use annual leave shall be submitted by the employee on Standard Form 71, Application fo leave, normally in advance of the date such leave is to commence.

B. Sick Leave:

- 1. Call in and reporting time for request for emergency annual or sick leave shall be as specified in Article 40.
- Sick leave will be administered in accordance with Distict Personnel Procedures. Employees shall request sick leave in advance when appointments have been previously scheduled for medical, dental and optical treatment.
- 3. An employee may be required to furnish a satisfactory medical certification to the Employer
 for any absence of more than three (3) days.
 When a physician's services are not used, the
 employee's signed statement and Form 71 may be
 accepted in lieu of a medical certification if
 the supervisor is assured sick leave privileges
 are not being abused.
- 4. Certification for shorter periods can be required from employees proven to have abused sick leave privileges, in accordance with the appropriate Department of Human Services instructions.
- 5. An ongoing review shall be made of the employee's sick leave record. Once the employee has demon-

strated an improvement in his/her use of sick leave a notice rescinding the medical certification shall be issued to the employee.

- 6. Advance sick leave may be granted to permanent or probationary employees up to thrity (30) days. Employees requesting such leave must submit a satisfactory medical certification. Advance sick leave shall be requested as far in advance as possible and Management shall answer the request within ten (10) working days.
- C. Inclement Weather: During inclement weather where the District Government has declared an emergency, employees will be given a reasonable amount of time to report for duty without being charged leave. Those employees remaining on their post beyond their regular tour of duty will be paid overtime for the time it takes their relief to report for duty.
- D. Other (Administrative Leave): Duty time (Administrative

Leave) may be granted for other purposes as provided by District Personnel Regulations. The preceding shall not preclude eligibility for other leave that may be prescribed in the District's Personnel Regulations.

Section 4 - Unpaid Leave:

A. Leave Without Pay (LWOP): Leave of absence without pay for a limited period may be granted for a reasonable purpose. Such leave shall be requested on SF-71 for an absence of eighty (80) hours or less, and on form 201 for an absence of more than eighty (80) hours. Reasonable purpose in each case shall be agreed upon by the employee and the Employer. LWOP shall be requested as far in advance as possible and a request for LWOP for an absence of eighty (80) hours or less shall be answered within five (5) working days. A request for LWOP for an absence of more than eighty (80) hours shall be answered within ten (10) working days.

B. <u>Union Business</u>:

1. Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer, shall at the written request of the employee and the Union be granted a leave of absence without pay. The initial leave of absence shall not exceed one

- (1) year. Leave of absence for Union officials may be extended for similar period. No more than one (1) employee of the bargaining unit shall be on such leave at the same time. Contribution of continued benefits shall be in accordance with appropriate regulations.
- 2. Attendance at Union sponsored programs will be on approved annual leave or leave without pay unless Administrative Leave has been approved by the Office of Labor Relations and Collective Bargaining.
- C. Educational Leave: After completing one (1) year of service an employee, upon request may be granted a leave of absence without pay for educational purposes. The period of absence may not exceed one (1) year but it may be extended at the Employer's discretion. Employees shall be returned to the position they held at the time the leave of absence was granted. However, if an employee is returning from educational leave during which he/she has acquired the qualifications for a higher rated position, the employee shall not have lost any right being evaluated for the higher graded position.
- D. Maternity Leave: Maternity leave of six (6) weeks before child birth and eight (8) weeks following child birth shall be granted at the request of the employee. Extensions of this period not to exceed a total of one (1) year shall be made for medical reasons upon proper certification. Extensions for non-medical reasons shall be at the option of the Employer. (NOTE: Maternity leave may be accumulated annual leave, sick, or leave without pay.) Sick leave shall be requested and approved in accordance with Section 3B of this Article.
- E. Paternity Leave: Paternity leave may be granted at the supervisors discretion for purposes of assisting or caring for minor children or the mother of his/her new born child while she is incapacitated for maternity reasons. The supervisor may require medical documentation to support granting such a request. Leave request shall consist of annual and/or LWOP.
- F. Adoptive Parents: Leave may be granted for a period up to two (2) weeks to an employee who is adopting a child with extensions made at the discretion of the supervisor. Such leave shall be a combination of annual and/or LWOP.

- G. Bereavement Leave: Annual Leave and/or LWOP may be granted to an employee to attend the funeral/memorial services for a member of his/her immediate family (parents, grandparents, spouse, child, brother or sister, legal guardian, mother or father-in-law, brother or sister-in-law, son or daughter-in-law). Additional consideration will be given for granting extended leave request when the funeral/memorial services are outside the Washington Metropolitan Area.
- H. Educational Leave: After completing one (1) year of service an employee upon request may be granted a leave of absence without pay for educational purposes, provided the successful completion of the course work will contribute to the work of the Department. The period of absence initially granted may not exceed one (1) year.

ARTICLE 35 PERFORMANCE RATINGS

Section 1:

Every employee shall be carefully evaluated periodically in order to promote effective and economical operations of the Government of the District of Columbia and to strengthen supervisor employee relations. Such evaluation shall be made with a view toward improving or recognizing employee performance standards or requirements, and advising employee of the supervisory evaluation of their performance. Each employee's performance shall be fairly appraised in relation to job requirements which are know to the employee and each employee shall be kept currently informed regarding the quality of his/her day-to-day performance and notified promptly of his/her annual performance rating.

Section 2:

Consistent with instruction for reporting performance ratings the rater and employee shall discuss his/her performance.

Section 3:

Performance rating means the adjective rating that indicates the evaluation of an employee's actual performance of assigned duties and responsibilities during the rating period. Employees shall be assigned one of four adjective ratings named: Outstanding, Excellent, Satisfactory, or Unsatisfactory.

Section 4:

Employees shall be rated for the period which begins on April 1st of each year and ends on March 31st of the following year. In order to receive a performance rating an employee must have served a minimum of three (3) months in the position he/she occupies at 'the end of the rating period, under the immediate supervisor responsible for the work of the employee or a supervisor closely acquainted with the employee's performance during the rating period.

Persons serving less than three (3) months in the position occupied shall be rated at the end of the next rating period. In instances where an employee has not changed positions during the rating period but a change in the supervisor has taken place, the employee will be rated in accordance with the District Personnel regulations.

Section 5:

No unsatisfactory performance rating shall be made, processed to final approval or recognized as an offical rating unless the employee concerned has been given a warning in writing, by the supervisor not less than ninety (90) days and not more than six. (6) months prior to the date when the rating is due including the following information:

- Which job requirements he/she is failing to meet satisfactorily.
- 2. What can be done to bring performance up to a satisfactory level.
- 3. What efforts will be made to assist the employee to improve performance including what training or counseling is available.
- 4. That an unsatisfactory rating will be assigned if performance does not improve to meet required standards.

If the warning has not been given prior to ninety (90) days before the rating is required to be made, such warning must be given immediately and the time of rating postponed for not less than three (3) months or more than six (6) months after such warning. Postponement of the rating and issuance of the letter of warning must have been accomplished before the last day of the rating period, otherwise, the employee's performance must be rated satsifactory.

Drafts of letters of warning shall be prepared and submitted to the Department Head through the Department's Personnel Office, for approval before being served upon the employee.

Section 6:

Performance ratings will be done in accordance with the District personnel regulations.

Section 7:

A dissatisfaction of the performance ratings may be appealed through the procedures in the Distirct Personnel regulations.

Section 8:

The present system used to evaluate performance will continue to be used until such time as the performance rating plan prescribed in Title XIV of the Comprehensive Merit Personnel Act is established after negotiations with the Union. The provisions of this Article shall be superceded accordingly by such new system.

ARTICLE 36 INCENTIVE AWARDS

Section 1:

The Employer agrees to establish at each local level a committee consisting of one (1) union representative and two (2) management officials to review all incentive awards submitted by the supervisor. The purpose of this committee is to review all submissions for accuracy and assure appropriate processing by the facility.

Section 2:

The Employer agrees to maintain an Incentive Awards Program in accordance with applicable laws and regulations.

Section 3:

An "Employee of the Month" program shall be a proper subject for Labor-Management meetings.

ARTICLE 37 SPECIALLY FUNDED POSITIONS

The Employer agrees prior to the hiring or transfer of employees into specially funded positions, to adequately explain all employment and funding contingencies of the position and to document such employment and funding contingencies on the Personnel Action Form 1.

ARTICLE 38 GRIEVANCE PROCEDURE

Section 1:

This procedure is established for use in the settlement of grievances. The term "Grievance" means a complaint by the employee or the Union that there has been a misinterpretation, violation or misapplication of the provisions of this Agreement.

Section 2:

Most grievances arise from misunderstandings or dispute which can be settled promptly and satisfactorily on an informal basis.

Section 3:

Inasmuch as dissatisfactions and disagreements arise occasionally among people in work situations, the filing of a grievance in good faith shall not be construed as reflecting unfavorably on an employee's good standing, performance, loyalty, or desirability to the organization. Response in good faith from the Employer, shall not be construed to reflect unfavorably on the Employer.

Section 4:

No step of this procedure may be skipped except by mutual consent. The time limits set forth in this Article must be strictly adhered to and may only be extended upon mutual agreement. The failure to the Union and/or grievant to strictly follow the procedure and time limits shall render the grievance void.

Section 5:~

Reasonable time during working hours will be allowed for

employees and Union representatives to discuss and present grievances including attendance at meetings with management officials.

Section 6:

An employee not wishing Union representation may use this grievance procedure provided the employee represents himself/ herself at all steps and the Union is given an opportunity to be present at any adjustment meeting. If no meeting is held the Union shall be informed of the adjustment. The decision rendered at Step 3 under this Section shall be final and cannot go to arbitration. The adjustment shall not be inconsistent with the terms of this Contract.

Section 7:

The parties shall be responsible for maintaining an accurate record of the grievance once filed. A copy of all grievances and responses filed at Step 2 or above will be submitted to the D.C. Office of Labor Relations and Collective Bargaining.

Section 8:

Each grievance filed at Step 2 and 3 of this procedure shall contain, (1) date grievance occurred, (2) name of Steward or Union Officer filing grievance, (3) date grievance filed, (4) name of grievant, (5) name of section chief, administrator or other management official with whom grievance was filed, (6) nature of grievance, (7) article and section of contract violated, and (8) action requested.

Section 9 - Procedure:

Step 1: The grievance shall first be taken up orally by the concerned employee or steward with the Division Chief 1/ within ten (10) working days of the date of the action or the employee's or Union's knowledge of its occurrence. The Division Chief shall respond orally or in writing to the Steward or employee, in filing independently, within ten (10) working days. Nothing in this procedure shall preclude a grievance from being resolved at a lower level.

Step 2: If the grievance is still unresolved, it shall be presented in writing by the Union or employee, to Administrator within ten (10) working days after the response from the Division

^{1/} Division Chief, i.e. Superintendent, Chief, Chief RCA.

Chief is received. The Administrator shall respond in writing to the Union or employee, if filing independently within fifteen (15) working days. The Administrator may convene an informal meeting prior to responding to the grievance, or at the request of the Union, within the fifteen (15) day limit.

Step 3: If the grievance is still unresolved, it shall be presented in writing by the Union or employee to the Director, Department of Human Services, or his designee, within ten (10) working days after the response from the Administrator is received. The Director, Department of Human Services, or his designee shall respond in writing to the Union or employee, if filing independently, within twenty (20) working days.

Step 4: If the grievance is still unresolved the Union may within fifteen (15) working days after the reply of the Director is due invoke arbitration by serving written notice to the Employer.

If the action which precipitates a grievance occurs at a level above the Division, the grievance may be initiated at the appropriate level.

Section 10:

Failure of the Employer to observe the time limit shall entitle the employee/Union to advance the grievance to the next step. Failure of an employee or the Union to observe the prescribed time limits shall allow the previous decision to stand.

Section 11:

It is agreed that time limits for responding, specified in Steps 1 through 3 commence on the date following receipt of the grievance or response.

Section 12 - Arbitration:

Arbitration will only be invoked by the Union. Within fifteen (15) calendar days from the date of the request for arbitration, the Union may initiate a request to the Federal Mediation and Conciliation Service to provide a list of seven (7) impartial persons qualified to act as arbitrators. The parties shall meet within five (5) calendar days after the receipt of such list. If they cannot mutually agree upon one (1) of the listed arbitrators, then the Employer and the Union will each strike one (1) arbitrator's

name from the list of seven (7) and will then repeat this procedure. The remaining person shall be the duly selected arbitrator. The decision of the arbitrator shall be final and binding on the parties and shall not be inconsistent with the terms of this Agreement. The arbitrator shall be requested to render a decision within thirty (30) calendar days after the close of the record. The arbitrator's fee shall be paid by the party found to be in error. If a dispute should arise as the payment percentage to be paid by the parties in the case of a split decision, it will be referred to the arbitrator to set the percent each party shall pay.

Section 13 - Outside Issues:

Matters not within the jurisdiction of the Department will not be processed as a grievance under this Article.

AFGE GRIEVANCE FORM

LOCAL NO.:	INSTITUTION:	 	DATE FILED:
GRIEVANCE FILED WIT	H: (NAME AND PO	OSITION) (DIV. C	HIEF, ADMIN., DIRECTOR)
		(NAME AND TITLE)	
			·
	: (Describe What Hap		
			,
DATE OF THIS ACTION GRIEVANCE:	OR EMPLOYEE/UNION KI	NOWLEDGE OF ITS	OCCURRENCE WHICH PRECIPIATED
RELIEF REQUESTED:			
WAS GRIEVANCE TAKEN RESPONSE GIVEN.)			DATE, NAME OF SUPERVISOR, AND
LEDICIOL GIVIIV.)			
		SIGNED:	(GRIEVANT)
. •		SIGNED:	(STEWARD OR UNION OFFICER)

USE REVERSE SIDE IF MORE SPACE IS NECESSARY. PLEASE ATTACH ALL DOCUMENTS CONNECTED WITH GRIEVANCE.

ARTICLE 39 TRANSPORTATION OF PATIENTS

Section 1:

The Employer agrees that proper/appropriate measures will be employed when transporting patients.

Section 2:

The Employer further agrees that only authorized personnel shall be used for the transportation of patients.

Section 3:

Extra security measures will be employed when transporting patients exhibiting behavior harmful to self or others.

Section 4:

Employees will be responsible for submitting unusual incident reports in accordance with established regulations.

ARTICLE 40 CALL-IN-TIME

Section 1:

Employees shall call in to report illnesses or emergencies which will cause them to be absent or late from the normal reporting time.

Section 2:

In institutions which provide 24-hour continous coverage, employees shall report illness, emergency absences or lateness as soon as possible, but no later than 1-hour before the normal reporting time, unless extenuating circumstances prevent doing so.

Section 3:

Employees in non-twenty-four (24) hour operations shall call in no later than one (1) hour after the normal reporting time.

ARTICLE 41 UNIFORMS

Section 1:

If and when uniforms are required by the Employer they shall be furnished.

Section 2:

When necessary, adequate uniforms, lab coats shall be provided for employees required to work in laboratories or in clinical settings, food supplement and food services and/or employee's requiring Department of Human Services Identification in the performance of their duties.

ARTICLE 42 CONTRACTING OUT

Section 1:

It is recognized that contracting out of work that is normally performed by employees covered by this Agreement is of mutual concern to the Department and the Union. Decisions regarding contracting out are areas of discretion of the Department or a higher authority. However, the Department agrees to consult with the Union regarding the impact of such contracting out on employees covered by this Agreement.

ARTICLE 43 REASSIGNMENTS

Section 1:

Employee request for transfers or reassignments shall be submitted in writing to the appropriate level of supervision, inclusive of supportive reasons for the request.

Section 2:

The Employer shall acknowledge the employee's request within a reasonable period of time.

Section 3:

Employees permanently relocated to different facilities shall be given five (5) calendar days advance notice, if practicable, unless otherwise waived by the employee.

Section 4:

The Employer agrees to notify the Union President in advance when a Union steward is moved from his/her area of assignment.

Section 5:

When an employee is permanently reassigned or transferred a personnel Form 52 shall be prepared to initiate the action.

Section 6:

It is recognized that the Employer has the right to reassign employees whenever the interest of the service so requires, but reassignments shall not be used as a form of disciplinary action.

ARTICLE 44 INCLEMENT WEATHER

During inclement weather when the District Government has declared an emergency, employees (other than those designated essential employees) will be given a reasonable amount of time to report to duty, consistent with applicable Personnel regulations.

ARTICLE 45 ORIENTATION OF NEW EMPLOYEES

Section 1:

The Union shall provide each administration a list of shop stewards. A complete list shall also be submitted to the Commisson, the Director's Office, and the Office of Labor Relations and Collective Bargaining (OLRCB).

Section 2:

The Department shall make shop stewards aware of new bargaining unit employees in their work area. The shop steward shall be permitted to present a Union information packet, including a copy of this Agreement to those employees.

ARTICLE 46 ESSENTIAL EMPLOYEES

The Employer shall notify in writing all employees of their position designation as essential employees, after compliance with the Compensation Units 1 and 2 Agreement.

ARTICLE 47 REDUCTION-IN-FORCE

Section 1:

Reduction-in-force shall be conducted in accordance with the Comprehensive Merit Personnel Act and applicable Personnel procedures.

Section 2:

The Employer agrees to provide advance notice to the Union concerning any proposed reduction-in-force which may affect employees within the bargaining unit. The Union shall be provided with an opportunity to consult with the Employer and offer their input on the planning and implementation of the RIF.

Section 3:

The Union shall be provided with appropriate information deemed necessary for consultation regarding the reduction-inforce.

ARTICLE 48 REORGANIZATION

The Employer agrees to consult with the Union regarding reorganizations having a direct impact on bargaining unit employees.

ARTICLE 49 DURATION AND FINALITY OF AGREEMENT

Section 1:

This Agreement shall remain in full force and effect until September 30, 1990. If disapproved because certain provisions are asserted to be contrary to applicable law, the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

Section 2:

It is understood that this Agreement contains the full understanding of the parties as to all existing matters subject to collective bargaining during the life of this Agreement.

Section 3:

This Agreement shall remain in effect for three (3) years from the date approved as provided in Section 1715 of the Act, and will automatically be renewed for a one (1) year period thereafter unless either party gives to the other party written notice of intention of terminate or modify the Agreement 150 days prior to its anniversary date. In the event that either party request modification of any article or part of any article, or the inclusion of additional provisions, only the related articles and/or parts of the articles shall be affected and unrelated articles or parts of articles shall continue in full force and effect. This Agreement shall remain in full force and be effective during the period of negotiations.

IN WITNESS THEREOF, the parties hereto have entered into this Agreement on this 22 day of September, 1988.

FOR THE DISTRICT OF COLUMBIA

Peter Parham, Interim Director Department of Human Services

Debra A. McDowell Acting Deputy Director, OLRCB Chief Negotiator

Michelle Peterson Labor Relations Officer Chief Negotiator

Rernadine Brown, CPH

Catherine Bego, ADASA

Eric Jackson, Ambulatory Care

D.C. Office of Personnel

FOR THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES LOCALS 2737 AND 2978 Beverly Crawford Chief Negotiator President, Local 2737 Brawner President, Local 2978

MEMORANDUM OF UNDERSTANDING

DAY CARE

The parties to this Memorandum of Understanding agree to establish a joint Labor-Management Committee. The purpose of this Committee will be to study the feasibility of day care facilities within the Commission of Public Health.

Debra A. McDowell

DATE

Acting Deputy Director

D.C. Office of Labor Relations and Collective Bargaining

Mis Claritta Hawkins DATE

President, Local 2737

Mary Brawner

President, Local 2978

APPROVAL

This Collective Bargaining Agreement Between the District of Columbia Government and the American Federation of Government Employees (AFGE), Locals 2737 and 2978, dated 9-22-86 has been reviewed in accordance with Section 1715(a) of the District of Comprehensive Merit Personnel Act (CMPA) of 1978 (§1-347.15, D.C. Code, 1973 Edition, Supplement VII, 1980) and is hereby approved this 15 day of 25c., 1988.

Marion Barry

Mayor

AFGE LOCAL 2737 SUPPLEMENT

UNION STEWARDS

The Employer agrees to recognize ten (10) stewards for Local 2737. If at any time the Department expands, reorganizes or relocates any of the sites affecting the employees in the bargaining unit, the Employer and the Union agree to adjust the number of stewards either upward or downward as necessary.

AFGE LOCAL 2978 SUPPLEMENT

UNION STEWARDS

The Employer agrees to recognizes twenty (20) stewards for Local 2978. If at any time the Department expands, reorganizes or relocates any of the sites affecting the employees in the bargaining unit, the Employer and the Union agrees to adjust the number of stewards either upward or downward as necessary.

COMPENSATION COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

COMPENSATION UNITS 1 AND 2

EFFECTIVE October 1, 2017 through September 30, 2021

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(July 26, 2010)	

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 2018:

Effective the first day of the first full pay period beginning on or after October 1, 2017, the FY 2018 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 2019:

Effective the first day of the first full pay period beginning on or after October 1, 2018, the FY 2019 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 2%.

SECTION C: FISCAL YEAR 2020:

Effective the first day of the first full pay period beginning on or after October 1, 2019, the FY 2020 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: FISCAL YEAR 2021:

- 1. Effective the first day of the first full pay period beginning on or after October 1, 2020, the FY 2021 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 3.5%.
- 2. A portion of the cost of the District's proposal to increase wages for FY 18-3%, FY 19-2%, FY 20-3%, and FY 20-3.5% will be paid for from a portion of the funds set aside by the Bowser Administration for Compensation and Classification Reform. As a result, the Union will withdraw its Compensation and Classification Reform grievances in their entirety (both master and individual grievances).

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 fifty (\$50.00) per month for employees who purchase and use such passes to commute to and from work. The metro transit benefit will roll over from month to month for employees who access the benefit. Any benefit not accessed by the end of the calendar year will revert back to the District of Columbia government.

ARTICLE 3: PRE-PAID LEGAL PLAN

SECTION A:

The Employer shall make a monthly contribution of twelve dollars and fifty cents (\$12.50) in FY 2018 for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make a monthly contribution of fifteen dollars (\$15.00) in FY 2019 for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make a monthly contribution of seventeen dollars and fifty cents (\$17.50) in FY 20 for each bargaining unit member toward a pre-paid legal services plan. For each fiscal year, 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 2018, 2019, 2020, and 2021 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 2018 – FY 2021.

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:

Optional Plan	Additional Coverage	Premium Amount
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(1) (2001 Edition).

3. Funeral Leave:

- a. An employee is entitled to three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual 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: an individual who is related to the employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt uncle, grandparent, grandchild, or similar familial relationship; an individual for whom the employee is the legal guardian; or fiancé, fiancée, or domestic partner of the employee.
- 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:

- 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:
 - New Year's Day, January 1st of each year; (a)
 - Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each (b)
 - Washington's Birthday, the 3rd Monday in February of each year; (c)
 - Emancipation Day, April 16th; (d)
 - Memorial Day, the last Monday in May of each year; (e)
 - Independence Day, July 4th of each year; (f)
 - Labor Day, the 1st Monday in September of each year; (g)
 - Columbus Day, the 2nd Monday in October of each year; (h)
 - Veterans Day, November 11th of each year; (i)
 - Thanksgiving Day, the 4th Thursday in November of each year; (j)
 - Christmas Day, December 25th of each year; and Inauguration Day, January 20th of each 4th year (k)
 - (1)

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 an employees assigned tour of duty 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 forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked (back-to-back shifts) 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).
- 2. 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 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 full calendar 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. The Employer will notify the employee of their sick leave incentive day(s) no later than March of each year. 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, 2018, 2019, 2020 and 2021.

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. An employee is on-call when a determination has been made that the work of that position requires the employee to remain accessible and available to the point where his or her time cannot be used effectively for the employee's own personal purposes.
- 3. 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 regularly scheduled tour of duty, 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 actually 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 shall continue and will identify temporary and term employees whose current term and or temporary appointments extend to September 30, 2021, 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, 2017, and are paid from appropriated funding to the career service prior to the end of the FY 2018 – FY 2021 Compensation Agreement.

SECTION D:

Prior to the end of the FY 2018 – FY 2021 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.

SECTION H:

District agencies will first post vacant career service positions internal to the Agency for bargaining unit term and temporary employees to apply and compete before posting the positions externally. There shall be no direct appointments.

ARTICLE 18: ADMINISTRATIVE CLOSING

SECTION A:

- 1. Employees designated as "Essential Employees" are those who work in critical District government operations that cannot be suspended or interrupted, even in the event of declared emergencies. "Essential Employees" must report to work as scheduled even when the government is administratively closed, during emergencies or other government closing. Once an employee has been notified by his/her employing agency that his/her position is designated as "Essential" no further notice is required as long as the employee continues to occupy the position designated "Essential".
- 2. Employees designated "Emergency Employees" are those who support certain critical government operations and functions necessary for the continuity of operations, including during declared emergencies. "Emergency Employees" may be required to work when a situation or condition occurs and result in early dismissal for other employees, government closing or during other emergencies. Once an employee has been notified by his/her employing agency that his/her position is designated as "Emergency", the designation will remain in effect until the designation is terminated in writing.
- 3. As applicable, employees required to work when all other District Government employees are released for administrative closings, shall be compensated in accordance with the minimum standards established by the Fair Labor Standards Act, (FLSA), 29 U.S.C. § 2011, et seq.
- 4. As applicable, employees required to work when all other District Government employee are released as a result of an administrative closings shall be compensated, in addition to their regular pay, one hour for each hour worked during the administrative closing.

SECTION B:

The determination as to whether the employee receives overtime or compensatory time will be at the time employee's election which shall be made before the work is performed. When elected, employees required to work when all other District Government employees are released for administrative closing shall earn compensatory time on an hour for hour basis.

ARTICLE 19: 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.

I)

ARTICLE 20: DURATION

This Agreement shall remain in full force and effect through September 30, 2021. On this Agreement shall remain in full force and effect through September 30, 2021. On this Agreement shall remain in full force and effect through September 30, 2021. On this Agreement shall remain in full force and effect through September 30, 2021.

Compensation Units One and Two Collective Bargaining Agreement On this 26th day of Debruary, 2018, as witness the parties hereto have set their signature. FOR THE DISTRICT OF COLUMBIA FOR THE UNIONS GOVERNMENT Repungelle Bullock, Interim Director Andrew Washington, Executive Director AFSCME, District Council 20 Office of Labor Relations and Collective Bargaining Eric Bunn, Sr. National Vice President Kathryn Naylgr, Supervisory Attorney Advisor Office of Labor Relations and Collective AFGE, District 14 Eugene A. Adams, Director Lee Blackmon, National Representative Office of Administrative Hearings NAGE, District of Columbia Regional Office Steve Anderson, President Karl Racine, Attorney General Office of the Attorney General AFGE, Local 1403 Nadine Wilburn, Chief Counsel/Senior Advisor Wayne L/Enoch, President Office of the Attorney General AFSCME, Local 2401 Tanya Royster, MD, Director Beth McBride, President Department of Behavioral Health AFGE, Local 383 Grendolyn Marty Jones /das

Carroll Ward, President

AFGE, Local 2978

Brendolyn McCarty-Jones, Labor Liaison

Department of Behavioral Health

Angie M. Gates, Director Barry Carey, President D.C. Office of Cable Television, Film, Music and AFSCME, Local 2091 Entertainment Wanda Shelton Martin, Area Director Dr. Steven Johnson, Labor Liaison D.C. Office of Cable Television, Film, 1199 NUHHCE Music and Entertainment Roger A. Mitchell, Jr. MD, Chief Medical AFSCME, Local 1200 Examiner Office of the Chief Medical Examiner Beverly Fields, Labor Liaison Miranda Gillis, President Office of the Chief Medical Examiner AFGE, Local 2725 Barney Krucoff, Interim Chief Technology John Rosser, Chairperson FOP/DOCLE Officer Office of the Chief Technology Officer Pamela Brown, Esq., General Counsel Keith Washington, President Office of the Chief Technology Officer AFSCME, Local 2092 FAR Brenda Donald, Director Lisa Blackwell, Executive President

Child and Family Services Agency

AFGE, Local 1000

Nina McIntosh-Jones, Labor Liaison Aretha Lyles, President Child and Family Services Agency AFGE, Local 3721 lliams Gina Walton, President Melinda M. Bolling, Director AFGE, Local 1975 Department of Consumer and Regulatory Affairs Lisa Wallace, Vice President Don Tatum, Labor Liaison 1199 SEIU/UHWE Department of Consumer and Regulatory Affairs George A. Schutter, Chief Procurement Officer-Harvey Cannon, President NAGE, Local R3-05 Office of Contracting and Procurement Gina Toppin, Labor Liaison Debbie Knox, President Office of Contracting and Procurement NAGE, Local R3-07 Quincy L. Booth, Director NAGE, Local R3-08 Department of Corrections Paulette Hutching-Johnson Labor Liaison LaToya McDowney, President NAGE, Local R3-09 Department of Corrections

Barbara Milton, President

AFGE, Local 631

Andrew Reese, Director

Department on Disability Services

Jessica Gray, Labor Liaison Department on Disability Services	Barbara Jones, President AFGE, Local 2741
Odie Donald II, Director D.C. Department of Employment Services	LaCharn Fletcher, President FOP/DC Protective Services-PDLC
Van Freeman, Deputy Chief of Staff D.C. Department of Employment Services	Thomas Ratliff, President Teamsters, Local 639
Tommy Wells, Director Department of Energy and the Environment	Michael Flood, President AFSCME, Local 2921
Talisha Pitt, Labor Liaison Department of Energy and the Environment Gregory Dean, Chief Fire and Emergency Medical Services Department	Ritchie Brooks, President P. E. SECY Teamsters, Local 730 PICHAND L. Softson Softson Felicia Dantzler, President AFSCME, Local 2743

Steven N. Blivess, Esq., Labor Liaison Fire and Emergency Medical Services Department

Corey Upchurch, President AFSCME, Local 1959

Ernest Chrappah, Chairman D.C. Department of For-Hire Vehicles	Debra Walker, President AFSCME, Local 709
Tonya Ricks, Labor Liaison D.C. Department of For-Hire Vehicles	Chairperson ANDRE Phill, por FOP/DYRSLC
Jenifer Smith, PhD, Director Department of Forensic Sciences	Robert Hollingsworth, Project AFSCME, Local 2776
Rasheed Raj, General Counsel Department of Forensic Sciences	Matsuette White Lichardson, President AFSCME, Local 1808
Greer Johnson Gillis, Director Department of General Services	Darrin Roach, President AFSCME, Local 877
Brittney A. Wighl, Labor Liaison Department of General Services	La Verne Gooding-Jones, President AFSCME, Local 2087
La Duanda S. Nesbitt, MD, MPH, Director Department of Health	Larry Doggett, Business Manager Public Service Employees, Local 572
Kathleen C. Osnilicae Kathleen Ognibene, Labor Liaison Department of Health	Perlisha Gales, President Alliance of Independent Workers Union

Christopher Rodriguez, Director
Homeland Security and Emergency
Management Agency

Anthony Crispino, Labor Liaison
Homeland Security and Emergency
Management Agency

Polly Donaldson, Director
Department of Housing and
Community Development

Drew Hubbard, Labor Liaison
Department of Housing and
Community Development

Monica Palacio, Director
D.C. Office of Human Rights

Ayanna Lee, Labor Liaison D.C. Office of Human Rights

Laura Zeilinger, Director Department of Human Services

Jaki Buckley, Labor Liaison Department of Human Services	
Stephen C. Taylor, Commissioner Department of Insurance, Securities And Banking	
Katrice Purdie, Labor Liaison Department of Insurance, Securities And Banking	
Lucinda Babers, Director Department of Motor Vehicles	
8-	
Odessa Nance, Labor Liaison Department of Motor Vehicles	
Peter Newsham, Chief D.C. Metropolitan Police Department	

Keith A. Anderson, Director D.C. Department of Parks and Recreation Kwelli Sneed, MBA, CPM, Labor Liaison D. C. Department of Parks and Recreation Eric D. Shaw, Director D.C. Office of Planning Sandra Harp, Labor Liaison D.C. Office of Planning Antwan Wilson, Chancellor D.C. Public Schools Kaitlyn Girard, Director Labor Management and Employee Relations D.C. Public Schools For Christopher Shorter, Director Department of Public Works Gail Heath, Labor Liaison

Department of Public Works

Jed Ross, Chief Risk Officer Office of Risk Management	
Chiver 194, Labor Liaison Office of Risk Management	A
Hanseul Kang, Superintendent Office of the State Superintendent Of Education	
Quiyana Hall, Labor Liaison Office of the State Superintendent Of Education	
Jeff Marootian, Director District Department of Transportation	
Nana Bailey, Labor Liaison District Department of Transportation	
Karima Holmes, Director	

Office of Unified Communications

Yvonne McManus, Labor Liaison Office of Unified Communications	
Clinton Lacey, Director Department of Youth Rehabilitation Services	
Trey Stanback, Labor Liaison Department of Youth Rehabilitation Services	
Jeffrey S. DeWitt, Chief Financial Officer Office of the Chief Financial Officer	
LaSharn Moreland, Labor Liais on Executive D. Office of the Chief Financial Officer	vrector, Human Resources
Richard Reyes-Givilan, Executive Director D.C. Public Libraries	***
Barbara Kirven, Labor Ligison D.C. Public Libraries	
Veronica Ahern, Executive Director D.C. Public Service Commission	

Ronald Mason, Jr., J.D., President University of the District of Columbia		
Patricia Cornwell Johnson, Vice President Human Resources	-	
University of the District of Columbia		
Dayne 20		
Wayne Turnage, M.P.A., Director Department of Health Care Finance		
Such Mge Seed, Labor Liaison	-	
Department of Health Care Finance		

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated 20. 23. . 2018, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code and is hereby approved on this 4 day of Te bruary 2018.

Muriel Bowser

Mayor

APPENDIX 1

Management's Proposal 7/26/10

INSERT DATE

Firstname Lastname
Position/Title
Department/Division

RE: On-Call Notification

Dear Mr./Ms. Lastname:

You are hereby notified that you shall be placed in an "on-call" status effective On-Call Dates between the hours of Start AM/PM and End AM/PM. During the aforementioned hours, you are required to be available to report for work within a reasonable time (not to exceed two hours). You are expected to be available by phone for the duration of the "on-call" period. You are expected to answer when called or return a call from INSERT AGENCY management within a reasonable amount of time (not to exceed 30 minutes.

Sincerely,

SUPERVISOR/MANAGER NAME SUPERVISOR POSITION/TITLE



COUNCIL OF THE DISTRICT OF COLUMBIA

THE JOHN A. WILSON BUILDING .

1350 PENNSYLVANIA AVENUE, N.W. WASHINGTON, D.C. 20004

February 23, 2018

The Honorable Muriel E. Bowser Mayor of the District of Columbia 1350 Pennsylvania Avenue, N.W., 3rd Floor Washington, D.C. 20004

Dear Mayor Bowser:

This is to inform you of the status of a proposed resolution transmitted to the Council in accordance with D.C. Official Code § 1-617.17(j). The below proposed resolution has been deemed approved by virtue of the Council having taken no action to disapprove it.

Proposed I	Resolution
------------	------------

Title

Date of Approval

February 23, 2018

PR 22-738

Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2018 - FY 2021,

Approval Resolution of 2018

If you have any questions please contact me at 202-724-8032.

Sincerely,

Phil Mendelson

Chairman of the Council

Mende

cc: Committee on Labor and Workforce Development

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



riscal Year:

2018

Service Code Definition:

Professional and Scientific

Effective Date:

October 1, 2017

Series:

Union/Nonunion:

Affected CBU/Service Code(s):

Pay Plan/Schedule:

CS

Union

Peoplesoft Schedule:

DS0077

X01

% Increase:

3.0%

Resolution Number:

Date of Resolution:

						Steps															Between
Grade	Grade 1		2		3	3 4			5		6		7		8		9		10		Steps
9 \$	52,570	\$	54,249	\$	55,928	\$	57,607	\$	59,286	\$	60,965	\$	62,644	\$	64,323	\$	66,002	\$	67,681	\$	1,679
10 \$	57,670	\$	59,519	\$	61,368	\$	63,217	\$	65,066	\$	66,915	\$	68,764	\$	70,613	S	72,462	\$	74,311	\$	1,849
11 \$	63,337	\$	65,372	\$	67,407	\$	69,442	\$	71,477	\$	73,512	\$	75,547	\$	77,582	\$	79,617	\$	81,652	\$	2,035
12 \$	78,364	\$	80,797	\$	83,230	\$	85,663	\$	88,096	\$	90,529	\$	92,962	\$	95,395	\$	97,828	\$	100,261	\$	2,433
13 \$	90,288	\$	93,183	\$	96,078	\$	98,973	\$	101,868	\$	104,763	\$	107,658	\$	110,553	\$	113,448	\$	116,343	\$	2,895
14 \$	106,715	\$	110,133	\$	113,551	\$	116,969	\$	120,387	\$	123,805	\$	127,223	\$	130,641	\$	134,059	\$	137,477	\$	3,418

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year:

2018

Service Code Definition:

Technical and Paraprofessional

Effective Date:

October 1, 2017

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0078 X02

% Increase:

3.0%

Resolution Number:

Date of Resolution:

Steps																			Between		
 Grade	1		2		3		4		5		6		7		8		9		10		Steps
5 S	35,445	\$	36,679	\$	37,913	\$	39,147	S	40,381	S	41,615	\$	42,849	\$	44,083	\$	45,317	\$	46,551	\$	1,234
6 S	39,271	\$	40,640	\$	42,009	\$	43,378	S	44,747	S	46,116	S	47,485	S	48,854	\$	50,223	\$	51,592	\$	1,369
7 \$	43,518	\$	45,030	\$	46,542	\$	48,054	S	49,566	S	51,078	S	52,590	S	54,102	\$	55,614	\$	57,126	\$	1,512
8 S	47,792	\$	49,314	\$	50,836	\$	52,358	S	53,880	5	55,402	S	56,924	\$	58,446	\$	59,968	\$	61,490	\$	1,522
9 \$	52,570	\$	54,249	\$	55,928	\$	57,607	S	59,286	\$	60,965	S	62,644	\$	64,323	\$	66,002	\$	67,681	\$	1,679
10 \$	57,670	\$	59,519	\$	61,368	\$	63,217	S	65,066	S	66,915	\$	68,764	\$	70,613	\$	72,462	\$	74,311	\$	1,849
11 S	63,337	\$	65,372	\$	67,407	\$	69,442	S	71,477	S	73,512	S	75,547	S	77,582	\$	79,617	\$	81,652	\$	2,035



Fiscal Year:

2018

Service Code Definition:

Clerical and Administrative Support

Effective Date:

October 1, 2017

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule: CS DS0079

X03

% Increase:

3.0%

Resolution Number:

						Ste	0.5							 Between
W	Grade	1	2	3	4	5	_	6	 7		8	9	10	 Steps
	2 \$	28,676	\$ 29,679	\$ 30,682	\$ 31,685	\$ 32,688	\$	33,691	\$ 34,694	\$	35,697	\$ 36,700	\$ 37,703	\$ 1,003
	3 \$	31,251	\$ 32,335	\$ 33,419	\$ 34,503	\$ 35,587	\$	36,671	\$ 37,755	S	38,839	\$ 39,923	\$ 41,007	\$ 1,084
	4 5	32,776	\$ 33,889	\$ 35,002	\$ 36,115	\$ 37,228	\$	38,341	\$ 39,454	S	40,567	\$ 41,680	\$ 42,793	\$ 1,113
	5 \$	35,445	\$ 36,679	\$ 37,913	\$ 39,147	\$ 40,381	\$	41,615	\$ 42,849	5	44,083	\$ 45,317	\$ 46,551	\$ 1,234
	6 \$	39,271	\$ 40,640	\$ 42,009	\$ 43,378	\$ 44,747	\$	46,116	\$ 47,485	\$	48,854	\$ 50,223	\$ 51,592	\$ 1,369
	7 \$	43,518	\$ 45,030	\$ 46,542	\$ 48,054	\$ 49,566	\$	51,078	\$ 52,590	S	54,102	\$ 55,614	\$ 57,126	\$ 1,512
	8 \$	47,792	\$ 49,314	\$ 50,836	\$ 52,358	\$ 53,880	\$	55,402	\$ 56,924	\$	58,446	\$ 59,968	\$ 61,490	\$ 1,522
	9 \$	52,570	\$ 54,249	\$ 55,928	\$ 57,607	\$ 59,286	\$	60,965	\$ 62,644	S	64,323	\$ 66,002	\$ 67,681	\$ 1,679



Fiscal Year:

2018

Service Code Definition:

Corrections and Other Occupation Groups

Effective Date:

October 1, 2017

Union/Nonunion:

Pay Plan/Schedule:

Peoplesoft Schedule:

Union

Job Series:

0006 Correctional Program Specialist

0081 Fire Protection Specialist

0101 Correctional Treatment Specialist

0390 Telecommunications Equipment Operator

1802 Cellblock Technician (Cellblock Only)

1811 Criminal Investigator 2151 Dispatcher (OUC Only)

% Increase:

3.0%

CS

X04

DS0067

Resolution Number:

-						Step						В	etween
Grade	1	2	3	4	Designation of the last of the	5	 6	7.	8	9	10		Steps
4 \$	38,024	\$ 39,080	\$ 40,136	\$ 41,192	\$	42,248	\$ 43,304	\$ 44,360	\$ 45,416	\$ 46,472	\$ 47,528	\$	1,056
5 \$	43,731	\$ 44,912	\$ 46,093	\$ 47,274	\$	48,455	\$ 49,636	\$ 50,817	\$ 51,998	\$ 53,179	\$ 54,360	\$	1,181
6 \$	46,094	\$ 47,413	\$ 48,732	\$ 50,051	\$	51,370	\$ 52,689	\$ 54,008	\$ 55,327	\$ 56,646	\$ 57,965	\$	1,319
7 \$	49,751	\$ 51,216	\$ 52,681	\$ 54,146	\$	55,611	\$ 57,076	\$ 58,541	\$ 60,006	\$ 61,471	\$ 62,936	\$	1,465
8 \$	51,851	\$ 53,477	\$ 55,103	\$ 56,729	\$	58,355	\$ 59,981	\$ 61,607	\$ 63,233	\$ 64,859	\$ 66,485	\$	1,626
9 \$	55,496	\$ 57,289	\$ 59,082	\$ 60,875	\$	62,668	\$ 64,461	\$ 66,254	\$ 68,047	\$ 69,840	\$ 71,633	\$	1,793
10 \$	61,116	\$ 63,091	\$ 65,066	\$ 67,041	\$	69,016	\$ 70,991	\$ 72,966	\$ 74,941	\$ 76,916	\$ 78,891	\$	1,975
11 \$	65,004	\$ 67,166	\$ 69,328	\$ 71,490	\$	73,652	\$ 75,814	\$ 77,976	\$ 80,138	\$ 82,300	\$ 84,462	\$	2,162
12 \$	77,891	\$ 80,488	\$ 83,085	\$ 85,682	\$	88,279	\$ 90,876	\$ 93,473	\$ 96,070	\$ 98,667	\$ 101,264	\$	2,597
13 \$	92,619	\$ 95,708	\$ 98,797	\$ 101,886	\$	104,975	\$ 108,064	\$ 111,153	\$ 114,242	\$ 117,331	\$ 120,420	\$	3,089
14 \$	109,467	\$ 113,112	\$ 116,757	\$ 120,402	\$	124,047	\$ 127,692	\$ 131,337	\$ 134,982	\$ 138,627	\$ 142,272	\$	3,645



Fiscal Year:

2018

Service Code Definition:

Social Worker & Student Trainee

Effective Date:

October 1, 2017

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A22

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0080 X05 Series:

0185 Social Worker

0186 Social Worker (Associate)

% Increase:

3.0%

Resolution Number:

							-		Ste	os											Between
Grade	1	_	2	-11	3		4		5	yson.	6		7		8		9		10		Steps
5 \$	51,851	\$	53,213	S	54,575	\$	55,937	\$	57,299	S	58,661	\$	60,023	S	61,385	\$	62,747	S	64,109	\$	1,362
7 \$	56,226	\$	57,740	S	59,254	S	60,768	S	62,282	S	63,796	\$	65,310	\$	66,824	\$	68,338	5	69,852	5	1,514
9 \$	60,966	\$	62,649	S	64,332	\$	66,015	\$	67,698	\$	69,381	\$	71,064	S	72,747	5	74,430	5	76,113	S	1,683
11 S	69,439	\$	71,474	\$	73,509	\$	75,544	\$	77,579	S	79,614	S	81,649	\$	83,684	\$	85,719	S	87,754	S	2,035
12 \$	78,364	\$	80,797	S	83,230	\$	85,663	S	88,096	S	90,529	S	92,962	S	95,395	S	97,828	S	100,261	S	2,433
13 S	86,993	\$	89,691	S	92,389	\$	95,087	\$	97,785	S	100,483	\$	103,181	\$	105,879	5	108,577	S	111,275	S	2,698



Fiscal Year: 2018 Service Code Definition: Health Care Occupations

Effective Date: October 1, 2017 Service Codes: A15, A39

Union/Nonunion: Union Job Series: 0603 Physicians Assistant 0620 Licensed Practical Nurse

Pay Plan/Schedule: CS 0638 Recreation Therapist
Peoplesoft Schedule: DS0069 0644 Medical Technologist
X06 0645 Medical Technologian

3.0% 0647 Diagnostic Radiolofic Technician 0649 Medical Instrument Technician

Resolution Number: 0681 Dental Assistant 0682 Dental Hygienist 0688 Sanitarian

Date of Resolution:

% Increase:

						Step					T		B	etween
	Grade	1	2	3	 4	5	6	7	8	9		10	,	Steps
	5 \$	40,980	\$ 42,093	\$ 43,206	\$ 44,319	\$ 45,432	\$ 46,545	\$ 47,658	\$ 48,771	\$ 49,884	\$	50,997	\$	1,113
	6 \$	45,422	\$ 46,655	\$ 47,888	\$ 49,121	\$ 50,354	\$ 51,587	\$ 52,820	\$ 54,053	\$ 55,286	\$	56,519	\$	1,233
	7 \$	48,842	\$ 50,223	\$ 51,604	\$ 52,985	\$ 54,366	\$ 55,747	\$ 57,128	\$ 58,509	\$ 59,890	\$	61,271	\$	1,381
	8 \$	53,878	\$ 55,399	\$ 56,920	\$ 58,441	\$ 59,962	\$ 61,483	\$ 63,004	\$ 64,525	\$ 66,046	\$	67,567	\$	1,521
	9 \$	59,283	\$ 60,966	\$ 62,649	\$ 64,332	\$ 66,015	\$ 67,698	\$ 69,381	\$ 71,064	\$ 72,747	\$	74,430	\$	1,683
14	10 \$	65,076	\$ 66,920	\$ 68,764	\$ 70,608	\$ 72,452	\$ 74,296	\$ 76,140	\$ 77,984	\$ 79,828	\$	81,672	\$	1,844
	11 \$	71,483	\$ 73,515	\$ 75,547	\$ 77,579	\$ 79,611	\$ 81,643	\$ 83,675	\$ 85,707	\$ 87,739	\$	89,771	\$	2,032
	12 \$	85,661	\$ 88,095	\$ 90,529	\$ 92,963	\$ 95,397	\$ 97,831	\$ 100,265	\$ 102,699	\$ 105,133	\$	107,567	\$	2,434



Fiscal Year:

2018

Service Code Definition:

Maintenance, Trades, & Labor

Effective Date:

October 1, 2017

L- Leader

Union/Nonunion:

Union

Affected CBU/Service Code(s):

B01 Regular

B02 Leader

Pay Plan/Schedule: Peoplesoft Schedule: RW

WS0029

WS0034-Leaders

X07 (Leaders previously X08)

% Increase:

3.0%

Resolution Number:

Grade	1	2	3	4	Step 5		6		7	8		9		10		etween Steps
02 \$ 02L \$	16.10 17.56	\$ 16.66 \$ \$ 18.17 \$		\$ 17.78 \$ 19.39	\$ 18.34 \$ 20.00	\$		\$	19.46 21.22		1.0		\$	21.14 23.05	\$	0.56 0.61
03 \$ 03L \$		\$ 17.96 \$ \$ 19.64 \$			\$ 19.73 \$ 21.62		20.32 22.28		20.91 22.94			1000 100 100 100	\$	22.68 24.92		0.59 0.66
04 \$ 04L \$	\$1.187.025.02.02	\$ 19.24 \$ \$ 21.05 \$		\$ 20.52 \$ 22.47	\$ 21.16 \$ 23.18	*	21.80 23.89		22.44 24.60	40 7-44000000	1.5		\$	24.36 26.73		0.64 0.71
05 \$ 05L \$		\$ 20.53 \$ \$ 22.38 \$		\$ 21.89 \$ 23.90	\$ 22.57 \$ 24.66		23.25 25.42		23.93 26.18				\$ \$	25.97 28.46		0.68 0.76
06 \$ 06L \$	1000000 0000000	\$ 21.76 \$ \$ 23.88 \$		\$ 23.22 \$ 25.46	\$ 23.95 \$ 26.25		24.68 27.04		25.41 27.83	The state of the s			\$ \$	27.60 30.20	\$ \$	0.73 0.79
07 \$ 07L \$		\$ 23.19 \$ \$ 25.34 \$		\$ 24.73 \$ 27.04	\$ 25.50 \$ 27.89	1000	26.27 28.74	7.5	27.04 29.59				\$	29.35 32.14		0.77 0.85
08 \$ 08L \$		\$ 24.50 \$ \$ 26.81 \$		\$ 26.12 \$ 28.65	\$ 26.93 \$ 29.57	\$	27.74 30.49	\$	28.55 31.41	376			\$	30.98 34.17		0.81 0.92
09 \$ 09L \$		\$ 25.71 \$ \$ 28.20 \$		\$ 27.43 \$ 30.08	\$ 28.29 \$ 31.02	0.57	29.15 31.96	\$	30.01 32.90		100	0.000 00.000000000000000000000000000000	\$ \$	32.59 35.72		0.86 0.94
10 \$ 10L \$		\$ 27.02 \$ \$ 29.65 \$		\$ 28.84 \$ 31.63	\$ 29.75 \$ 32.62	2.40	30.66 33.61	\$	31.57 34.60	CES STORY AS TO	100		\$ \$	34.30 37.57		0.91 0.99
11 \$ 11L \$		\$ 28.34 \$ \$ 31.09 \$		\$ 30.26 \$ 33.17	\$ 31.22 \$ 34.21	\$	32.18 35.25	\$	33.14 36.29	See and the			\$	36.02 39.41		0.96 1.04
12 \$ 12L \$		\$ 29.65 \$ \$ 32.48 \$		\$ 31.63 \$ 34.64	\$ 32.62 \$ 35.72		33.61 36.80		34.60 37.88				\$ \$	37.57 41.12	9.00	0.99 1.08
13 \$ 13L \$	29.86 32.64	\$ 30.90 \$ \$ 33.82 \$		* SIG G %	\$ 34.02 \$ 37.36	151	35.06 38.54	\$	36.10 39.72	370			\$	39.22 43.26		1.04 1.18



Fiscal Year:

2018

Service Code Definition:

Correctional Officers & EMS

Effective Date:

October 1, 2017

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A01. A03. A20. A21

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0070 X10 Series:

0007 Correctional Officer 0083 Special Police Officer 0699 EMT/Paramedic

% Increase:

3.0%

Resolution Number:

						Step	s						Between
Grade	1	 2	_	3	 4	5		6	 7	 8	 9	10	Steps
5 \$	43,218	\$ 44,328	\$	45,438	\$ 46,548	\$ 47,658	\$	48,768	\$ 49,878	\$ 50,988	\$ 52,098	\$ 53,208	\$ 1,110
6 \$	46,643	\$ 47,880	\$	49,117	\$ 50,354	\$ 51,591	\$	52,828	\$ 54,065	\$ 55,302	\$ 56,539	\$ 57,776	\$ 1,237
7 \$	49,695	\$ 51,096	\$	52,497	\$ 53,898	\$ 55,299	\$	56,700	\$ 58,101	\$ 59,502	\$ 60,903	\$ 62,304	\$ 1,401
8 \$	54,790	\$ 56,341	\$	57,892	\$ 59,443	\$ 60,994	\$	62,545	\$ 64,096	\$ 65,647	\$ 67,198	\$ 68,749	\$ 1,551
9 \$	60,310	\$ 62,022	\$	63,734	\$ 65,446	\$ 67,158	\$	68,870	\$ 70,582	\$ 72,294	\$ 74,006	\$ 75,718	\$ 1,712
10 \$	66,179	\$ 68,061	\$	69,943	\$ 71,825	\$ 73,707	\$	75,589	\$ 77,471	\$ 79,353	\$ 81,235	\$ 83,117	\$ 1,882



Fiscal Year:

2019

Service Code Delinition:

Professional and Scientific

Effective Date:

October 14, 2018

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule:

CS

Peoplesoft Schedule:

DS0077

X01

% Increase:

2.0%

Resolution Number:

									Steps									1.56		Between
 Grade	1	_	2	_	3	_	4		5	 6	_	7	_	8	117	9	_	10	_	Steps
9 \$	53,620	\$	55,333	\$	57,048	\$	58,759	\$	60,472	\$ 62,185	\$	63,898	\$	65,611	\$	67,324	\$	69,037	\$	1,713
10 \$	58,823	\$	60,709	\$	62,595	\$	64,481	\$	66,367	\$ 68,253	5	70,139	\$	72,025	\$	73,911	s	75,797	\$	1,886
11 \$	64,603	\$	66,679	\$	68,755	\$	70,831	\$	72,907	\$ 74,983	\$	77,059	\$	79,135	\$	81,211	\$	83,287	\$	2,076
12 \$	79,930	\$	82,412	\$	84,894	\$	87,376	\$	89,858	\$ 92,340	\$	94,822	\$	97,304	S	99,786	\$	102,268	\$	2,482
13 \$	92,093	\$	95,046	\$	97,999	\$	100,952	5	103,905	\$ 106,858	\$	109,811	\$	112,764	\$	115,717	\$	118,670	\$	2,953
14 \$	108,847	\$	112,334	\$	115,821	5	119,308	5	122,795	\$ 126,282	S	129,769	\$	133,256	\$	136,743	\$	140,230	5	3,487



Fiscal Year:

2019

Service Code Definition:

Technical and Paraprofessional

Effective Date:

October 14, 2018

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0078

X02

% Increase:

2.0%

Resolution Number:

					Step	os									Between
Grade	1	 2	 3	 4	5		6	_	7	_	8	9	10	_	Steps
5 \$	36,153	\$ 37,412	\$ 38,671	\$ 39,930	\$ 41,189	\$	42,448	\$	43,707	\$	44,966	\$ 46,225	\$ 47,484	\$	1,259
6 \$	40,058	\$ 41,454	\$ 42,850	\$ 44,246	\$ 45,642	\$	47,038	\$	48,434	\$	49,830	\$ 51,226	\$ 52,622	\$	1,396
7 \$	44,389	\$ 45,931	\$ 47,473	\$ 49,015	\$ 50,557	\$	52,099	\$	53,641	\$	55,183	\$ 56,725	\$ 58,267	\$	1,542
8 \$	48,746	\$ 50,299	\$ 51,852	\$ 53,405	\$ 54,958	\$	56,511	\$	58,064	\$	59,617	\$ 61,170	\$ 62,723	\$	1,553
9 \$	53,620	\$ 55,333	\$ 57,046	\$ 58,759	\$ 60,472	\$	62,185	\$	63,898	\$	65,611	\$ 67,324	\$ 69,037	\$	1,713
10 \$	58,823	\$ 60,709	\$ 62,595	\$ 64,481	\$ 66,367	\$	68,253	\$	70,139	\$	72,025	\$ 73,911	\$ 75,797	\$	1,886
11 \$	64,603	\$ 66,679	\$ 68,755	\$ 70,831	\$ 72,907	\$	74,983	\$	77,059	\$	79,135	\$ 81,211	\$ 83,287	\$	2,076



Fiscal Year:

2019

Service Code Definition:

Clerical and Administrative Support

Effective Date:

October 14, 2018

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule: CS DS0079

X03

% Increase:

2.0%

Resolution Number:

							Ste	os										E	Between
Grade	1	2		3	4		5		6		7	_	8	_	9		10		Steps
2 \$	29,250	\$ 30,273	\$	31,296	\$ 32,319	\$	33,342	S	34,365	s	35,388	\$	36,411	\$	37,434	\$	38,457	S	1,023
3 \$	31,875	\$ 32,981	\$	34,087	\$ 35,193	S	36,299	\$	37,405	S	38,511	\$	39,617	\$	40,723	S	41,829	S	1,106
4 5	33,429	\$ 34,565	\$	35,701	\$ 36,837	S	37,973	5	39,109	S	40,245	\$	41,381	\$	42,517	S	43,653	S	1,136
5 S	36,153	\$ 37,412	\$	38,671	\$ 39,930	\$	41,189	\$	42,448	S	43,707	\$	44,966	\$	46,225	S	47,484	5	1,259
6 5	40,058	\$ 41,454	\$	42,850	\$ 44,246	\$	45,642	\$	47,038	S	48,434	\$	49,830	\$	51,226	\$	52,622	S	1,396
7 \$	44,389	\$ 45,931	\$	47,473	\$ 49,015	\$	50,557	\$	52,099	\$	53,641	\$	55,183	\$	56,725	S	58,267	S	1,542
8 \$	48,746	\$ 50,299	\$	51,852	\$ 53,405	S	54,958	\$	56,511	\$	58,064	\$	59,617	\$	61,170	S	62,723	\$	1,553
9 \$	53,620	\$ 55,333	S	57,046	\$ 58,759	\$	60,472	5	62,185	\$	63,898	\$	65,611	\$	67,324	\$	69,037	S	1,713



Fiscal Year:

2019

Service Code Definition:

Corrections and Other Occupation Groups

Effective Date:

October 14, 2018

Union/Nonunion:

Pay Plan/Schedule:

Peoplesoft Schedule:

Union

DS0067

Job Series:

0006 Correctional Program Specialist

0081 Fire Protection Specialist

0101 Correctional Treatment Specialist

0390 Telecommunications Equipment Operator

1802 Cellblock Technician (Cellblock Only) 1811 Criminal Investigator

% Increase:

X04 2.0%

CS

2151 Dispatcher (OUC Only)

Resolution Number:

Grade	1	2	3	4	Step 5	6	7	8	9	10	etween Steps
4 \$	38,785	\$ 39,862	\$ 40,939	\$ 42,016	\$ 43,093	\$ 44,170	\$ 45,247	\$ 46,324	\$ 47,401	\$ 48,478	\$ 1,077
5 \$	44,604	\$ 45,809	\$ 47,014	\$ 48,219	\$ 49,424	\$ 50,629	\$ 51,834	\$ 53,039	\$ 54,244	\$ 55,449	\$ 1,205
6 \$	47,017	\$ 48,362	\$ 49,707	\$ 51,052	\$ 52,397	\$ 53,742	\$ 55,087	\$ 56,432	\$ 57,777	\$ 59,122	\$ 1,345
7 \$	50,747	\$ 52,241	\$ 53,735	\$ 55,229	\$ 56,723	\$ 58,217	\$ 59,711	\$ 61,205	\$ 62,699	\$ 64,193	\$ 1,494
8 \$	52,890	\$ 54,548	\$ 56,206	\$ 57,864	\$ 59,522	\$ 61,180	\$ 62,838	\$ 64,496	\$ 66,154	\$ 67,812	\$ 1,658
9 \$	56,609	\$ 58,437	\$ 60,265	\$ 62,093	\$ 63,921	\$ 65,749	\$ 67,577	\$ 69,405	\$ 71,233	\$ 73,061	\$ 1,828
10 \$	62,340	\$ 64,354	\$ 66,368	\$ 68,382	\$ 70,396	\$ 72,410	\$ 74,424	\$ 76,438	\$ 78,452	\$ 80,466	\$ 2,014
11 \$	66,305	\$ 68,510	\$ 70,715	\$ 72,920	\$ 75,125	\$ 77,330	\$ 79,535	\$ 81,740	\$ 83,945	\$ 86,150	\$ 2,205
12 \$	79,449	\$ 82,098	\$ 84,747	\$ 87,396	\$ 90,045	\$ 92,694	\$ 95,343	\$ 97,992	\$ 100,641	\$ 103,290	\$ 2,649
13 \$	94,471	\$ 97,622	\$ 100,773	\$ 103,924	\$ 107,075	\$ 110,226	\$ 113,377	\$ 116,528	\$ 119,679	\$ 122,830	\$ 3,151
14 \$	111,656	\$ 115,374	\$ 119,092	\$ 122,810	\$ 126,528	\$ 130,246	\$ 133,964	\$ 137,682	\$ 141,400	\$ 145,118	\$ 3,718



Fiscal Year:

2019

Service Code Definition:

Social Worker & Student Trainee

Effective Date:

October 14, 2018

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A22

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0080 X05 Series:

0185 Social Worker

0186 Social Worker (Associate)

% Increase:

2.0%

Resolution Number:

										Ste	DS						V0-		Between
Grade		1		2		3		4		5	100	6		7	8	9	10		Steps
5	\$	52,889	\$	54,278	S	55,667	S	57,056	S	58,445	\$	59,834	S	61,223	\$ 62,612	\$ 64,001	\$ 65,390	S	1,389
7	S	57,348	S	58,893	\$	60,438	\$	61,983	S	63,528	\$	65,073	\$	66,618	\$ 68,163	\$ 69,708	\$ 71,253	5	1,545
9	\$	62,184	\$	63,901	\$	65,618	\$	67,335	S	69,052	\$	70,769	\$	72,486	\$ 74,203	\$ 75,920	\$ 77,637	\$	1,717
11	\$	70,827	S	72,903	\$	74,979	\$	77,055	S	79,131	\$	81,207	\$	83,283	\$ 85,359	\$ 87,435	\$ 89,511	\$	2,076
12	\$	79,930	\$	82,412	\$	84,894	\$	87,376	\$	89,858	\$	92,340	\$	94,822	\$ 97,304	\$ 99,786	\$ 102,268	\$	2,482
13	5	88,733	\$	91,485	\$	94,237	\$	96,989	S	99,741	\$	102,493	5	105,245	\$ 107,997	\$ 110,749	\$ 113,501	\$	2,752



Fiscal Year:	2019	Service Code De	finition: Health Care Occupations	
Effective Date:	October 14, 2018	Service Codes:	A15, A39	
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary	
Pay Plan/Schedule:	CS		0638 Recreation Therapist	
Peoplesoft Schedule:	DS0069		0644 Medical Technologist	
	X06		0645 Medical Technician	
			0647 Diagnostic Radiolofic Technician	
% Increase:	2.0%		0649 Medical Instrument Technician	
			0681 Dental Assistant	
Resolution Number:			0682 Dental Hygienist	
			0688 Sanitarian	

Grade	1		2	(Legit.)	2	1	Step		6		7		R	0	Т	10		etween Steps
 Graue						 7	J	-	0	_		_=	0	3	-		_	
5 \$	41,797	\$	42,933	\$	44,069	\$ 45,205	\$ 46,341	\$	47,477	\$	48,613	\$	49,749	\$ 50,885	\$	52,021	\$	1,136
6 \$	46,329	\$	47,587	\$	48,845	\$ 50,103	\$ 51,361	\$	52,619	\$	53,877	\$	55,135	\$ 56,393	\$	57,651	\$	1,258
7 \$	49,82	1 \$	51,229	\$	52,637	\$ 54,045	\$ 55,453	\$	56,861	\$	58,269	\$	59,677	\$ 61,085	\$	62,493	\$	1,408
8 \$	54,95	7 \$	56,508	\$	58,059	\$ 59,610	\$ 61,161	\$	62,712	\$	64,263	\$	65,814	\$ 67,365	\$	68,916	\$	1,551
9 \$	60,47	\$	62,187	\$	63,903	\$ 65,619	\$ 67,335	\$	69,051	\$	70,767	\$	72,483	\$ 74,199	\$	75,915	\$	1,716
10 \$	66,37	7 \$	68,258	\$	70,139	\$ 72,020	\$ 73,901	\$	75,782	\$	77,663	\$	79,544	\$ 81,425	\$	83,306	\$	1,881
11 \$	72,91	5 \$	74,987	\$	77,059	\$ 79,131	\$ 81,203	\$	83,275	\$	85,347	\$	87,419	\$ 89,491	\$	91,563	\$	2,072
12 \$	87.37	3 \$	89.856	\$	92,339	\$ 94.822	\$		99.788		102.271	\$	104,754	\$ 107.237	\$	109,720	\$	2,483



Fiscal Year:

2019

Service Code Definition:

Maintenance, Trades, & Labor

Effective Date:

October 14, 2018

L- Leader

Union/Nonunion:

Union

Affected CBU/Service Code(s):

B01 Regular

B02 Leader

Pay Plan/Schedule:

RW

Peoplesoft Schedule: WS0029

WS0034-

Leaders

X07 (Leaders previously X08)

% Increase:

2.0%

Resolution Number:

Grade	1	1		2		3		4	1	Step 5		6		7		8		9		10		etween Steps
02 02L	\$ \$	16.43 17.92		17.00 18.54	\$	17.57 19.16		18.14 19.78	S S	18.71 20.40	\$	19,28 21.02	\$ \$	19.85 21.64	\$	20.42 22.26		20.99 22.88	\$	21,56 23,50	\$	0.57 0.62
03 03L	\$ \$	17.72 19.37	1200	18.32 20.04	0.50	18.92 20.71	24	19.52 21.38	\$	20.12 22.05		20.72 22.72		21.32 23.39		21.92 24.06	120	22.52 24.73	2.50	23.12 25.40	10.50	0.60 0.67
04 04L	572	18.98 20.76	100	19,63 21,48	0.5%	20.28 22.20	\$	20.93 22.92	\$ \$	21.58 23.64		22.23 24.36		22,88 25.08		23.53 25.80		24.18 26.52		24.83 27.24		0.65 0.72
05 05L		20.26 22.04		20.95 22.82	100	21.64 23.60		22.33 24.38	\$ \$	23.02 25.15		23.71 25.93		24.40 26.71	33	25.09 27.49	53	25.78 28.27		26.47 29.05		0.69 0.78
06 06L		21.43 23.54		22.18 24.35		22.93 25.16	\$	23.68 25.97	\$	24.43 26.78		25.18 27.59		25.93 28.40	0.00	26.68 29.21		27.43 30.02		28.18 30.83		0.75 0.81
07 07L	•	22.85 24.97		23.64 25.84		24.43 26.71		25.22 27.58	\$	26.01 28.45		26.80 29.32		27.59 30.19		28.38 31.06	1100	29.17 31.93		29.96 32.80	1000	0.79 0.87
08 08L	*	24.15 26.40	50	24.98 27.34	9	25.81 28.28	\$	26.64 29.22	\$	27.47 30.16		28.30 31.10		29.13 32.04		29.96 32.98		30.79 33.92		31.62 34.86		0.83 0.94
09 09L		25.34 27.80		26.22 28.76	\$ 5	27.10 29.72		27.98 30.68	\$	28.86 31.64		29.74 32.60		30.62 33.56		31.50 34.52	200	32.38 35.48	0.50	33.26 36.44		0.88 0.96
10 10L	•	26.63 29.23		27.56 30.24	\$	28.49 31.25	\$	29.42 32.26	\$	30.35 33.27		31.28 34.28	0.70	32.21 35.29		33.14 36.30	100	34.07 37.31		35.00 38.32		0.93 1.01
11 11L		27.96 30.65		28.93 31.71	3.00	29.90 32.77	44	30.87 33.83	\$	31.84 34.89	31	32.81 35.95	377	33.78 37.01	9.5%	34.75 38.07	777	35.72 39.13		36.69 40.19	20	0.97 1.06
12 12L	•	29.23 32.03	5.65	30.24 33.13	350	31.25 34.23	\$	32.26 35.33	\$	33.27 36.43	- 31	34.28 37.53		35.29 38.63	10.	36.30 39.73		37.31 40.83		38.32 41.93		1.01 1.10
13 13L	•	30.46 33.27		31.52 34.48		32.58 35.69	34.0	33.64 36.90	\$ 5	34.70 38.11		35.76 39.32		36.82 40.53		37.88 41.74		38,94 42.95		40.00 44.16		1.06 1.21



Fiscal Year:

2019

Service Code Definition:

Correctional Officers & EMS

Effective Date:

October 14, 2018

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A01. A03. A20. A21

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0070 X10

Series:

0007 Correctional Officer

0083 Special Police Officer 0699 EMT/Paramedic

% Increase:

2.0%

Resolution Number:

									Step	s					lova.				E	Between
 Grade	1	_	2	_	3		4	-	5		6	_	7		8		9	 10		Steps
5 \$	44,083	\$	45,215	\$	46,347	S	47,479	S	48,611	S	49,743	\$	50,875	S	52,007	\$	53,139	\$ 54,271	\$	1,132
6 \$	47,575	\$	48,837	\$	50,099	S	51,361	S	52,623	\$	53,885	S	55,147	S	56,409	S	57,671	\$ 58,933	\$	1,262
7 \$	50,689	\$	52,118	\$	53,547	\$	54,976	S	56,405	\$	57,834	S	59,263	\$	60,692	\$	62,121	\$ 63,550	\$	1,429
8 \$	55,886	\$	57,468	\$	59,050	S	60,632	S	62,214	S	63,796	\$	65,378	S	66,960	\$	68,542	\$ 70,124	\$	1,582
9 \$	61,517	\$	63,263	\$	65,009	S	66,755	S	68,501	S	70,247	S	71,993	\$	73,739	\$	75,485	\$ 77,231	\$	1,746
10 \$	67,505	\$	69,424	\$	71,343	S	73,262	5	75,181	5	77,100	S	79,019	\$	80,938	\$	82,857	\$ 84,776	\$	1,919



Fiscal Year:

2020

Service Code Definition:

Professional and Scientific

Effective Date:

October 13, 2019

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule:

CS

Peoplesoft Schedule:

DS0077

X01

% Increase:

3.0%

Resolution Number:

					-					Steps		165		100		-00		60.				Between
-	Grade		1	2		3		4	_	5	_	6	_	7	_	8		g	-	10	-	Steps
	9	s	55,230	\$ 56,994	\$	58,758	S	60,522	\$	62.286	\$	64,050	s	65,814	\$	67,578	\$	69,342	5	71,106	\$	1,764
	10	\$	60,586	\$ 62,529	\$	64,472		66,415		68,358	\$	70,301	\$	72,244	\$	74,187	\$	76,130	\$	78,073	\$	1,943
	11	\$	66,542	\$ 68,680	\$	70,818	\$	72,956	\$	75,094	\$	77,232	\$	79,370	\$	81,508	\$	83,646	\$	85,784	\$	2,138
	12	\$	82,326	\$ 84,883	\$	87,440	\$	89,997	\$	92,554	\$	95,111	\$	97,668	\$	100,225	5	102,782	\$	105,339	\$	2,557
	13	S	94,858	\$ 97,899	\$	100,940	\$	103,981	\$	107,022	\$	110,063	\$	113,104	\$	116,145	\$	119,186	\$	122,227	\$	3,041
	14	5	112,111	\$ 115,703	S	119,295	S	122,887	\$	126,479	\$	130,071	\$	133,663	\$	137,255	\$	140,847	\$	144,439	\$	3,592



Fiscal Year:

2020

Service Code Definition:

Technical and Paraprofessional

Effective Date:

October 13, 2019

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule: CS DS0078

X02

% Increase:

3.0%

Resolution Number:

				****			Ste	os							F	Between
Grade	1	2	 3		4	-	5		6	 7	-	8	 9	10		Steps
5 \$	37,237	\$ 38,534	\$ 39,831	\$	41,128	\$	42,425	\$	43,722	\$ 45,019	\$	46,316	\$ 47,613	\$ 48,910	\$	1,297
6 \$	41,259	\$ 42,697	\$ 44,135	\$	45,573	\$	47,011	\$	48,449	\$ 49,887	\$	51,325	\$ 52,763	\$ 54,201	\$	1,438
7 \$	45,718	\$ 47,307	\$ 48,896	\$	50,485	\$	52,074	\$	53,663	\$ 55,252	\$	56,841	\$ 58,430	\$ 60,019	\$	1,589
8 \$	50,207	\$ 51,807	\$ 53,407	\$	55,007	\$	56,607	\$	58,207	\$ 59,807	\$	61,407	\$ 63,007	\$ 64,607	\$	1,600
9 \$	55,230	\$ 56,994	\$ 58,758	\$	60,522	\$	62,286	\$	64,050	\$ 65,814	\$	67,578	\$ 69,342	\$ 71,106	\$	1,764
10 \$	60,586	\$ 62,529	\$ 64,472	\$	66,415	\$	68,358	\$	70,301	\$ 72,244	\$	74,187	\$ 76,130	\$ 78,073	\$	1,943
11 \$	66,542	\$ 68,680	\$ 70,818	\$	72,956	\$	75,094	\$	77,232	\$ 79,370	\$	81,508	\$ 83,646	\$ 85,784	\$	2,138



Fiscal Year:

2020

Service Code Definition:

Clerical and Administrative Support

Effective Date:

October 13, 2019

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0079

X03

% Increase:

3.0%

Resolution Number:

							Ste	ps	7-7-							Between
Grade	1	_	2	3	4	_	5		6	_	7	8	_	9	10	Steps
2 \$	30,130	\$	31,183	\$ 32,236	\$ 33,289	\$	34,342	\$	35,395	\$	36,448	\$ 37,501	\$	38,554	\$ 39,607	\$ 1,053
3 \$	32,832	\$	33,971	\$ 35,110	\$ 36,249	\$	37,388	\$	38,527	\$	39,666	\$ 40,805	\$	41,944	\$ 43,083	\$ 1,139
4 S	34,432	\$	35,602	\$ 36,772	\$ 37,942	\$	39,112	\$	40,282	\$	41,452	\$ 42,622	\$	43,792	\$ 44,962	\$ 1,170
5 \$	37,237	\$	38,534	\$ 39,831	\$ 41,128	\$	42,425	\$	43,722	\$	45,019	\$ 46,316	\$	47,613	\$ 48,910	\$ 1,297
6 \$	41,259	\$	42,697	\$ 44,135	\$ 45,573	\$	47,011	\$	48,449	\$	49,887	\$ 51,325	\$	52,763	\$ 54,201	\$ 1,438
7 \$	45,718	\$	47,307	\$ 48,896	\$ 50,485	\$	52,074	\$	53,663	\$	55,252	\$ 56,841	\$	58,430	\$ 60,019	\$ 1,589
8 \$	50,207	\$	51,807	\$ 53,407	\$ 55,007	\$	56,607	\$	58,207	\$	59,807	\$ 61,407	\$	63,007	\$ 64,607	\$ 1,600
9 \$	55,230	\$	56,994	\$ 58,758	\$ 60,522	\$	62,286	\$	64,050	\$	65,814	\$ 67,578	\$	69,342	\$ 71,106	\$ 1,764



Fiscal Year:

2020

Service Code Definition:

Corrections and Other Occupation Groups

Effective Date:

October 13, 2019

Union/Nonunion:

Union

DS0067

Job Series:

0006 Correctional Program Specialist

0081 Fire Protection Specialist

0101 Correctional Treatment Specialist

0390 Telecommunications Equipment Operator 1802 Cellblock Technician (Cellblock Only)

1811 Criminal Investigator

% Increase:

X04 3.0%

CS

2151 Dispatcher (OUC Only)

Resolution Number:

Pay Plan/Schedule:

Peoplesoft Schedule:

						Step						Be	etween
Grade	1	2	3		4	5	 6	7	8	9	10		Steps
4	\$ 39,946	\$ 41,056	\$ 42,166	\$	43,276	\$ 44,386	\$ 45,496	\$ 46,606	\$ 47,716	\$ 48,826	\$ 49,936	\$	1,110
5	\$ 45,943	\$ 47,184	\$ 48,425	\$	49,666	\$ 50,907	\$ 52,148	\$ 53,389	\$ 54,630	\$ 55,871	\$ 57,112	\$	1,241
6	\$ 48,429	\$ 49,814	\$ 51,199	\$	52,584	\$ 53,969	\$ 55,354	\$ 56,739	\$ 58,124	\$ 59,509	\$ 60,894	\$	1,385
7	\$ 52,269	\$ 53,808	\$ 55,347	\$	56,886	\$ 58,425	\$ 59,964	\$ 61,503	\$ 63,042	\$ 64,581	\$ 66,120	\$	1,539
8	\$ 54,476	\$ 56,184	\$ 57,892	\$	59,600	\$ 61,308	\$ 63,016	\$ 64,724	\$ 66,432	\$ 68,140	\$ 69,848	\$	1,708
9	\$ 58,307	\$ 60,190	\$ 62,073	S	63,956	\$ 65,839	\$ 67,722	\$ 69,605	\$ 71,488	\$ 73,371	\$ 75,254	\$	1,883
10	\$ 64,208	\$ 66,283	\$ 68,358	\$	70,433	\$ 72,508	\$ 74,583	\$ 76,658	\$ 78,733	\$ 80,808	\$ 82,883	\$	2,075
11	\$ 68,295	\$ 70,566	\$ 72,837	\$	75,108	\$ 77,379	\$ 79,650	\$ 81,921	\$ 84,192	\$ 86,463	\$ 88,734	\$	2,271
12	\$ 81,834	\$ 84,562	\$ 87,290	\$	90,018	\$ 92,746	\$ 95,474	\$ 98,202	\$ 100,930	\$ 103,658	\$ 106,386	\$	2,728
13	\$ 97,307	\$ 100,552	\$ 103,797	\$	107,042	\$ 110,287	\$ 113,532	\$ 116,777	\$ 120,022	\$ 123,267	\$ 126,512	\$	3,245
14	\$ 115,004	\$ 118,834	\$ 122,664	\$	126,494	\$ 130,324	\$ 134,154	\$ 137,984	\$ 141,814	\$ 145,644	\$ 149,474	\$	3,830



Fiscal Year:

2020

Service Code Definition:

Social Worker & Student Trainee

Effective Date:

October 13, 2019

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A22

Pay Plan/Schedule: Peoplesoft Schedule: X05

CS DS0080 Series:

0185 Social Worker

0186 Social Worker (Associate)

% Increase:

3.0%

Resolution Number:

						Ste	os							Î	Between
Grade	1	2	3	4		5		6		7	8	9	10		Steps
5 \$	54,478	\$ 55,908	\$ 57,338	\$ 58,768	S	60,198	\$	61,628	\$	63,058	\$ 64,488	\$ 65,918	\$ 67,348	\$	1,430
7 \$	59,066	\$ 60,658	\$ 62,250	\$ 63,842	\$	65,434	\$	67,026	\$	68,618	\$ 70,210	\$ 71,802	\$ 73,394	\$	1,592
9 \$	64,048	\$ 65,817	\$ 67,586	\$ 69,355	\$	71,124	S	72,893	\$	74,662	\$ 76,431	\$ 78,200	\$ 79,969	\$	1,769
11 \$	72,953	\$ 75,091	\$ 77,229	\$ 79,367	\$	81,505	5	83,643	\$	85,781	\$ 87,919	\$ 90,057	\$ 92,195	\$	2,138
12 \$	82,326	\$ 84,883	\$ 87,440	\$ 89,997	S	92,554	\$	95,111	\$	97,668	\$ 100,225	\$ 102,782	\$ 105,339	\$	2,557
13 \$	91,397	\$ 94,231	\$ 97,065	\$ 99,899	\$	102,733	\$	105,567	5	108,401	\$ 111,235	\$ 114,069	\$ 116,903	\$	2,834



Fiscal Year:	2020	Service Code De	finition:	Health Care Occupations
Effective Date:	October 13, 2019	Service Codes:	A15, A39	
Union/Nonunion:	Union	Job Series:	0603 Physicians 0620 Licensed P 0625 Autopsy As	ractical Nurse
Pay Plan/Schedule:	CS		0638 Recreation	
Peoplesoft Schedule:	DS0069		0644 Medical Te	
	X06		0645 Medical Te	chnician
			0647 Diagnostic	Radiolofic Technician
% Increase:	3.0%		0649 Medical Ins	strument Technician
			0681 Dental Assi	istant
Resolution Number:			0682 Dental Hyg	ienist
			0688 Sanitarian	

Date of Resolution	1:
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Grade	1	2	3	4	Step 5	6	7	8	9	10	etween Steps
5	\$ 43,051	\$ 44,221	\$ 45,391	\$ 46,561	\$ 47,731	\$ 48,901	\$ 50,071	\$ 51,241	\$ 52,411	\$ 53,581	\$ 1,170
6	\$ 47,718	\$ 49,014	\$ 50,310	\$ 51,606	\$ 52,902	\$ 54,198	\$ 55,494	\$ 56,790	\$ 58,086	\$ 59,382	\$ 1,296
7	\$ 51,313	\$ 52,764	\$ 54,215	\$ 55,666	\$ 57,117	\$ 58,568	\$ 60,019	\$ 61,470	\$ 62,921	\$ 64,372	\$ 1,451
8	\$ 56,604	\$ 58,202	\$ 59,800	\$ 61,398	\$ 62,996	\$ 64,594	\$ 66,192	\$ 67,790	\$ 69,388	\$ 70,986	\$ 1,598
9	\$ 62,287	\$ 64,054	\$ 65,821	\$ 67,588	\$ 69,355	\$ 71,122	\$ 72,889	\$ 74,656	\$ 76,423	\$ 78,190	\$ 1,767
10	\$ 68,370	\$ 70,307	\$ 72,244	\$ 74,181	\$ 76,118	\$ 78,055	\$ 79,992	\$ 81,929	\$ 83,866	\$ 85,803	\$ 1,937
11	\$ 75,103	\$ 77,237	\$ 79,371	\$ 81,505	\$ 83,639	\$ 85,773	\$ 87,907	\$ 90,041	\$ 92,175	\$ 94,309	\$ 2,134
12	\$ 89.996	\$ 92.553	\$ 95,110	\$ 97,667	\$ 100.224	\$ 102,781	\$ 105,338	\$ 107,895	\$ 110,452	\$ 113,009	\$ 2,557



Fiscal Year:

2020

Service Code Definition:

Maintenance, Trades, & Labor

Effective Date:

October 13, 2019

L- Leader

Union/Nonunion:

Union

Affected CBU/Service Code(s):

B01 Regular B02 Leader

Pay Plan/Schedule: Peoplesoft Schedule: RW

W\$0029

WS0034-

Leaders

X07 (Leaders previously X08)

% Increase:

3.0%

Resolution Number:

Grade	1	2		3		4		Step 5		6		7		8		9		10		etween Steps
02 \$ 02L \$	16.91 18.45	\$ 17.50 \$ 19.09		18.09 19.73	\$	18.68 20.37	1.5	19.27 21.01	\$	19.86 21.65	\$	20.45 22.29	\$	21.04 22.93		21.63 23.57	\$	22.22 24.21	\$	0.59 0.64
03 \$ 03L \$	18.28 19.95			19.50 21.33		20.11 22.02	\$	20.72 22.71	100	21.33 23.40	\$	21.94 24.09	350	22.55 24.78		23.16 25.47	\$	23.77 26.16	3	0.61 0.69
04 \$ 04L \$	19.55 21.39	The second second		20,89 22,87		21.56 23.61	\$	22.23 24.35		22.90 25.09		23.57 25.83	3.00	24.24 26.57	65.	24.91 27.31	\$	25.58 28.05		0.67 0.74
05 \$ 05L \$	20.87 22.74			22.29 24.32		23.00 25.11		23.71 25.90	70	24.42 26.69	\$ \$	25.13 27.48	1	25.84 28.27		26.55 29.06	\$	27.26 29.85	\$	0.71 0.79
06 \$ 06L \$	22.08 24.26		5	23.62 25.92		24.39 26.75	\$	25.16 27.58		25.93 28.41	\$ \$	26.70 29.24		27.47 30.07		28.24 30.90	\$	29.01 31.73	\$	0.77 0.83
07 \$ 07L \$	23.55 25.74			25.17 27.52		25.98 28.41	\$	26.79 29.30		27.60 30.19		28.41 31.08		29.22 31.97		30.03 32.86	\$	30.84 33.75		0.81 0.89
08 \$ 08L \$	24.89 27.22	4.000		26.59 29.14		27.44 30.10		28.29 31.06		29.14 32.02		29.99 32.98	-	30.84 33.94	105715	31.69 34.90	\$	32.54 35.86		0.85 0.96
09 \$ 09L \$	26.09 28.63			27.91 30.61		28.82 31.60		29.73 32.59		30.64 33.58	0.60	31.55 34.57		32.46 35.56		33.37 36.55	17.50		\$	0.91 0.99
10 \$ 10L \$	27.42 30.11		25.5	29.34 32.19	2.4.5	30.30 33.23	\$	31.26 34.27		32.22 35.31	1000	33.18 36.35	1	34.14 37.39		35.10 38.43	6322	36.06 39.47	\$	0.96 1.04
11 \$ 11L \$	28.80 31.54	164		30.80 33.74		31.80 34.84		32.80 35.94		33.80 37.04	0.00	34.80 38.14	100	35.80 39.24		36.80 40.34	\$	37.80 41.44	\$	1.00 1.10
12 \$ 12L \$	30.11 33.00	Si un an ann		32.19 35.26	\$	33.23 36.39	\$	34.27 37.52		35.31 38.65		36.35 39.78	3000	37.39 40.91	2.0	38.43 42.04	\$	39.47 43.17	\$ \$	1.04 1.13
13 \$ 13L \$	31.38 34.26			33.56 36.76		34.65 38.01	\$	35.74 39.25	\$	36.83 40.50	\$ \$	37.92 41.75		39.01 43.00	100	40.10 44.25	\$	41.19 45.50		1.09 1.25



Fiscal Year:

2020

Service Code Definition:

Correctional Officers & EMS

Effective Date:

October 13, 2019

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A01, A03, A20, A21

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0070 Series:

0007 Correctional Officer

0083 Special Police Officer 0699 EMT/Paramedic

% Increase:

X10 3.0%

Resolution Number:

					Step	s										Between
Grade	1	 2	 3	 4	5		6		7	 8	_	9	.=	10		Steps
5 \$	45,405	\$ 46,571	\$ 47,737	\$ 48,903	\$ 50,069	\$	51,235	S	52,401	\$ 53,567	\$	54,733	\$	55,899	5	1,166
6 \$	49,002	\$ 50,302	\$ 51,602	\$ 52,902	\$ 54,202	\$	55,502	\$	56,802	\$ 58,102	\$	59,402	S	60,702	5	1,300
7 \$	52,209	\$ 53,681	\$ 55,153	\$ 56,625	\$ 58,097	\$	59,569	5	61,041	\$ 62,513	\$	63,985	\$	65,457	\$	1,472
8 \$	57,564	\$ 59,193	\$ 60,822	\$ 62,451	\$ 64,080	\$	65,709	S	67,338	\$ 68,967	\$	70,596	\$	72,225	S	1,629
9 \$	63,364	\$ 65,162	\$ 66,960	\$ 68,758	\$ 70,556	\$	72,354	\$	74,152	\$ 75,950	\$	77,748	S	79,546	\$	1,798
10 \$	69,532	\$ 71,508	\$ 73,484	\$ 75,460	\$ 77,436	\$	79,412	S	81,388	\$ 83,364	\$	85,340	\$	87,316	S	1,976



Fiscal Year;

2021

Service Code Definition:

Professional and Scientific

Effective Date:

October 11, 2020

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule:

CS

Peoplesoft Schedule:

DS0077

X01

% Increase:

3.5%

Resolution Number:

						Steps						The second	7.			Between		
 Grade		1		2	 3	-	4	5	-	6	_	7	_	8	9	 10	-	Steps
9 \$		57,162	\$	58,988	\$ 60,814	\$	62,640	\$ 64,466	\$	66,292	\$	68,118	\$	69,944	\$ 71,770	\$ 73,596	5	1,826
10 \$		62,707	\$	64,718	\$ 66,729	\$	68,740	\$ 70,751	\$	72,762	\$	74,773	5	76,784	\$ 78,795	\$ 80,806	\$	2,011
11 \$		68,870	\$	71,083	\$ 73,296	\$	75,509	\$ 77,722	\$	79,935	\$	82,148	\$	84,361	\$ 86,574	\$ 88,787	\$	2,213
12 \$		85,209	\$	87,855	\$ 90,501	\$	93,147	\$ 95,793	\$	98,439	\$	101,085	\$	103,731	\$ 106,377	\$ 109,023	5	2,646
13 \$		98,176	\$	101,324	\$ 104,472	5	107,620	\$ 110,768	\$	113,916	\$	117,064	\$	120,212	\$ 123,360	\$ 126,508	S	3,148
14 \$		116,034	\$	119,752	\$ 123,470	S	127,188	\$ 130,906	\$	134,624	\$	138,342	\$	142,060	\$ 145,778	\$ 149,496	\$	3,718



Fiscal Year:

2021

Service Code Definition:

Technical and Paraprofessional

Effective Date:

October 11, 2020

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule:

CS DS0078

X02

% Increase:

3.5%

Resolution Number:

						Ste	DS								Between
 Grade	1	 2	3		4	 5		6	 7	8	9	-	10		Steps
5 S	38,538	\$ 39,881	\$ 41,224	\$	42,567	\$ 43,910	\$	45,253	\$ 46,596	\$ 47,939	\$ 49,282	\$	50,625	s	1,343
6 S	42,704	\$ 44,192	\$ 45,680	\$	47,168	\$ 48,656	\$	50,144	\$ 51,632	\$ 53,120	\$ 54,608	\$	56,096	S	1,488
7 \$	47,317	\$ 48,962	\$ 50,607	\$	52,252	\$ 53,897	\$	55,542	\$ 57,187	\$ 58,832	\$ 60,477	\$	62,122	\$	1,645
8 \$	51,964	\$ 53,620	\$ 55,276	\$	56,932	\$ 58,588	\$	60,244	\$ 61,900	\$ 63,556	\$ 65,212	\$	66,868	\$	1,656
9 \$	57,162	\$ 58,988	\$ 60,814	S	62,640	\$ 64,466	\$	66,292	\$ 68,118	\$ 69,944	\$ 71,770	\$	73,596	\$	1,826
10 \$	62,707	\$ 64,718	\$ 66,729	\$	68,740	\$ 70,751	\$	72,762	\$ 74,773	\$ 76,784	\$ 78,795	\$	80,806	\$	2,011
11 \$	68,870	\$ 71,083	\$ 73,296	S	75,509	\$ 77,722	\$	79,935	\$ 82,148	\$ 84,361	\$ 86,574	\$	88,787	\$	2,213



Fiscal Year:

2021

Service Code Definition:

Clerical and Administrative Support

Effective Date:

October 11, 2020

Series:

Union/Nonunion:

Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: Peoplesoft Schedule: CS

DS0079 X03

% Increase:

3.5%

Resolution Number:

							Ste	05										Between
Grade	1		2	 3		4	5		6		7	8	_	9	_	10	_	Steps
2 \$	31,184	\$	32,274	\$ 33,364	s	34,454	\$ 35,544	\$	36,634	\$	37,724	\$ 38,814	\$	39,904	\$	40,994	S	1,090
3 \$	33,981	\$	35,160	\$ 36,339	\$	37,518	\$ 38,697	\$	39,876	S	41,055	\$ 42,234	\$	43,413	\$	44,592	S	1,179
4 5	35,637	\$	36,848	\$ 38,059	S	39,270	\$ 40,481	\$	41,692	S	42,903	\$ 44,114	\$	45,325	\$	46,536	S	1,211
5 S	38,538	\$	39,881	\$ 41,224	\$	42,567	\$ 43,910	\$	45,253	\$	46,596	\$ 47,939	\$	49,282	\$	50,625	S	1,343
6 5	42,704	\$	44,192	\$ 45,680	\$	47,168	\$ 48,656	\$	50,144	\$	51,632	\$ 53,120	\$	54,608	\$	56,096	\$	1,488
7 \$	47,317	\$	48,962	\$ 50,607	5	52,252	\$ 53,897	\$	55,542	\$	57,187	\$ 58,832	\$	60,477	\$	62,122	S	1,645
8 \$	51,964	\$	53,620	\$ 55,276	\$	56,932	\$ 58,588	\$	60,244	\$	61,900	\$ 63,556	\$	65,212	\$	66,868	S	1,656
9 \$	57,162	S	58,988	\$ 60,814	\$	62,640	\$ 64,466	\$	66,292	\$	68,118	\$ 69,944	\$	71,770	\$	73,596	S	1,826



Fiscal Year:

2021

Service Code Definition:

Corrections and Other Occupation Groups

Effective Date:

October 11, 2020

Union/Nonunion:

Pay Plan/Schedule:

Peoplesoft Schedule:

Union

Job Series:

0006 Correctional Program Specialist

0081 Fire Protection Specialist

0101 Correctional Treatment Specialist

0390 Telecommunications Equipment Operator

1802 Cellblock Technician (Cellblock Only)

1811 Criminal Investigator

2151 Dispatcher (OUC Only)

% Increase:

X04 3.5%

DS0067

CS

Resolution Number:

Grade	1	2	3	4	7,75	Step 5	6	7	8	9	10	1000	etween Steps
4 \$	41,344	\$ 42,493	\$ 43,642	\$ 44,791	\$	45,940	\$ 47,089	\$ 48,238	\$ 49,387	\$ 50,536	\$ 51,685		1,149
5 \$	47,549	\$ 48,834	\$ 50,119	\$ 51,404	\$	52,689	\$ 53,974	\$ 55,259	\$ 56,544	\$ 57,829	\$ 59,114	\$	1,285
6 \$	50,119	\$ 51,554	\$ 52,989	\$ 54,424	\$	55,858	\$ 57,293	\$ 58,728	\$ 60,163	\$ 61,598	\$ 63,033	\$	1,435
7 \$	54,098	\$ 55,691	\$ 57,284	\$ 58,877	\$	60,470	\$ 62,063	\$ 63,656	\$ 65,249	\$ 66,842	\$ 68,435	\$	1,593
8 \$	56,382	\$ 58,150	\$ 59,918	\$ 61,686	\$	63,454	\$ 65,222	\$ 66,990	\$ 68,758	\$ 70,526	\$ 72,294	\$	1,768
9 \$	60,347	\$ 62,296	\$ 64,245	\$ 66,194	\$	68,143	\$ 70,092	\$ 72,041	\$ 73,990	\$ 75,939	\$ 77,888	\$	1,949
10 \$	66,454	\$ 68,602	\$ 70,750	\$ 72,898	\$	75,046	\$ 77,194	\$ 79,342	\$ 81,490	\$ 83,638	\$ 85,786	\$	2,148
11 \$	70,687	\$ 73,037	\$ 75,387	\$ 77,737	\$	80,087	\$ 82,437	\$ 84,787	\$ 87,137	\$ 89,487	\$ 91,837	\$	2,350
12 \$	84,700	\$ 87,523	\$ 90,346	\$ 93,169	\$	95,992	\$ 98,815	\$ 101,638	\$ 104,461	\$ 107,284	\$ 110,107	\$	2,823
13 \$	100,711	\$ 104,070	\$ 107,429	\$ 110,788	\$	114,147	\$ 117,506	\$ 120,865	\$ 124,224	\$ 127,583	\$ 130,942	\$	3,359
14 \$	119,029	\$ 122,993	\$ 126,957	\$ 130,921	\$	134,885	\$ 138,849	\$ 142,813	\$ 146,777	\$ 150,741	\$ 154,705	\$	3,964



Fiscal Year:

2021

Service Code Definition:

Social Worker & Student Trainee

Effective Date:

October 11, 2020

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A22

Pay Plan/Schedule: Peoplesoft Schedule: CS DS0080

X05

Series:

0185 Social Worker

0186 Social Worker (Associate)

% increase:

3.5%

Resolution Number:

									Ste	os					*				Between
Grade	1		2		3		4		5		6	7	8		9		10		Steps
5 \$	56,385	S	57,865	S	59,345	S	60,825	\$	62,305	S	63,785	\$ 65,265	\$ 66,745	\$	68,225	Ş	69,705	S	1,480
7 \$	61,132	\$	62,780	\$	64,428	\$	66,076	S	67,724	\$	69,372	\$ 71,020	\$ 72,668	\$	74,316	\$	75,964	\$	1,648
9 \$	66,289	\$	68,120	\$	69,951	\$	71,782	S	73,613	\$	75,444	\$ 77,275	\$ 79,106	\$	80,937	\$	82,768	\$	1,831
11 \$	75,506	\$	77,719	\$	79,932	\$	82,145	\$	84,358	\$	86,571	\$ 88,784	\$ 90,997	\$	93,210	S	95,423	\$	2,213
12 \$	85,209	\$	87,855	\$	90,501	\$	93,147	S	95,793	\$	98,439	\$ 101,085	\$ 103,731	S	106,377	S	109,023	\$	2,646
13 \$	94,593	\$	97,527	\$	100,461	\$	103,395	\$	106,329	\$	109,263	\$ 112,197	\$ 115,131	\$	118,065	\$	120,999	\$	2,934



Fiscal Year:	2021	Service Code De	Definition: Health Care Occupations
Effective Date:	October 11, 2020	Service Codes:	A15, A39
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary
Pay Plan/Schedule:	CS		0638 Recreation Therapist
Peoplesoft Schedule:	DS0069		0644 Medical Technologist
	X06		0645 Medical Technician
			0647 Diagnostic Radiolofic Technician
% Increase:	3.5%		0649 Medical Instrument Technician
			0681 Dental Assistant
Resolution Number:			0682 Dental Hygienist
			0688 Sanitarian
Date of Resolution:			

Date of	of Reso	lution:
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					Step							B	etween
Grade	1	2	3	4	 5	lak-	6	7	8	9	10		Steps
5	\$ 44,558	\$ 45,769	\$ 46,980	\$ 48,191	\$ 49,402	\$	50,613	\$ 51,824	\$ 53,035	\$ 54,246	\$ 55,457	\$	1,211
6	\$ 49,386	\$ 50,728	\$ 52,070	\$ 53,412	\$ 54,754	\$	56,096	\$ 57,438	\$ 58,780	\$ 60,122	\$ 61,464	\$	1,342
7	\$ 53,108	\$ 54,610	\$ 56,112	\$ 57,614	\$ 59,116	\$	60,618	\$ 62,120	\$ 63,622	\$ 65,124	\$ 66,626	\$	1,502
8	\$ 58,585	\$ 60,239	\$ 61,893	\$ 63,547	\$ 65,201	\$	66,855	\$ 68,509	\$ 70,163	\$ 71,817	\$ 73,471	\$	1,654
9	\$ 64,470	\$ 66,298	\$ 68,126	\$ 69,954	\$ 71,782	\$	73,610	\$ 75,438	\$ 77,266	\$ 79,094	\$ 80,922	\$	1,828
10	\$ 70,762	\$ 72,767	\$ 74,772	\$ 76,777	\$ 78,782	\$	80,787	\$ 82,792	\$ 84,797	\$ 86,802	\$ 88,807	\$	2,005
11	\$ 77,734	\$ 79,942	\$ 82,150	\$ 84,358	\$ 86,566	\$	88,774	\$ 90,982	\$ 93,190	\$ 95,398	\$ 97,606	\$	2,208
12	\$ 93,144	\$ 95,791	\$ 98,438	\$ 101,085	\$ 103,732	\$	106,379	\$ 109,026	\$ 111,673	\$ 114,320	\$ 116,967	\$	2,647



Fiscal Year:

2021

Service Code Definition:

Maintenance, Trades, & Labor

Effective Date:

October 11, 2020

L- Leader

Union/Nonunion:

Union

Affected CBU/Service Code(s):

B01 Regular B02 Leader

Pay Plan/Schedule:

RW

Peoplesoft Schedule: WS0029

W20029

WS0034- Leaders

X07 (Leaders previously X08)

% Increase:

3.5%

Resolution Number:

Grade	1	2	3			4		Step 5		6		7		8		9		10		etween Steps
02 \$ 02L \$	17.50 19.07	1999	0500 100	3.72).41	\$	19.33 21.08	\$	19.94 21.75	\$	20.55 22.42	\$	21.16 23.09		21.77 23.76	1.5	22.38 24.43	\$	22.99 25.10	\$	0.61 0.67
03 \$ 03L \$	18.89 20.66	\$ 19.53 \$ 21.37		0.17 2.08	\$	20.81 22.79	\$	21.45 23.50		22.09 24.21	\$	22.73 24.92	1.0	23.37 25.63	100	24.01 26,34	\$ \$	24.65 27.05	E	0.64 0.71
04 \$ 04L \$	20.21 22.16	\$ 20.91 \$ 22.92		1.61 3.68	\$	22.31 24.44	1.50	23.01 25.20	(10)	23.71 25.96	(-	24.41 26.72	200	25.11 27.48	- 5	25.81 28.24	\$ \$	26.51 29.00	1000	0.70 0.76
05 \$ 05L \$	21.62 23.53	\$ 22.35 \$ 24.35		3.08 5.17	0.50	23.81 25.99	\$	24.54 26.81		25.27 27.63		26.00 28.45		26.73 29.27			\$	28.19 30.91		0.73 0.82
06 \$ 06L \$	22.84 25.11	\$ 23.64 \$ 25.97	1,53		\$	25.24 27.69	\$	26.04 28.55		26.84 29.41	888	27.64 30.27		28.44 31.13	350	29.24 31 ₋ 99	S S	30.04 32,85		0.80 0.86
07 \$ 07L \$	24.37 26.61	And the second s		6.05 8.47	10.70	26.89 29.40	\$	27.73 30.33	•	28.57 31.26		29.41 32.19		30.25 33.12		31.09 34.05	\$	31.93 34.98	10.00	0.84 0.93
08 \$ 08L \$	25.76 28.15			7.52 0.15		28.40 31.15		29.28 32.15		30.16 33.15		31.04 34.15		31.92 35.15		32.80 36.15	\$ \$	33.68 37.15		0.88 1.00
09 \$ 09L \$	27.01 29.65			8.89 1.69		29.83 32.71	\$	30.77 33.73	\$	31.71 34.75		32.65 35.77		33,59 36,79	20.00	34.53 37.81	\$ \$	35,47 38,83		0.94 1.02
10 \$ 10L \$	28.39 31.15	\$ 29.38 \$ 32.23	1,5	0.37 3.31	23.	31.36 34.39	\$	32.35 35.47		33.34 36.55		34.33 37.63		35.32 38.71		36.31 39.79	\$ \$	37.30 40.87		0.99 1.08
11 \$ 11L \$	29.79 32.64		12	1.87 4.92		32.91 36.06	\$	33.95 37.20		34.99 38.34	0.75	36.03 39.48	- 1	37.07 40.62	2.5	38.11 41.76	\$	39.15 42.90		1.04 1.14
12 \$ 12L \$	31.15 34.15	\$ 32.23 \$ 35.32	1.57	3.31 6.49	\$	34.39 37.66	\$	35.47 38.83		36.55 40.00		37.63 41.17		38.71 42.34		39.79 43.51	\$	40.87 44.68		1.08 1.17
13 \$ 13L \$	32.47 35.50	16.00 DECEMBER 10.00 PM	100	4.73 8.06	1	35.86 39.34	\$	36.99 40.62	- 2	38.12 41.90		39.25 43.18	8	40.38 44.46		41.51 45.74		42.64 47.02		1.13 1.28



Fiscal Year:

2021

Service Code Definition:

Correctional Officers & EMS

Effective Date:

October 11, 2020

Union/Nonunion:

Union

Affected CBU/Service Code(s):

A01, A03, A20, A21

Pay Plan/Schedule: Peoplesoft Schedule: CS DS0070 X10

Series:

0007 Correctional Officer 0083 Special Police Officer 0699 EMT/Paramedic

% Increase:

3.5%

Resolution Number:

							Step	S										E	Between
Grade	1	2	3		4		5		6		7		8		9		10		Steps
5 \$	46,997	\$ 48,203	\$ 49,409	\$	50,615	\$	51,821	\$	53,027	S	54,233	S	55,439	\$	56,645	\$	57,851	\$	1,206
6 \$	50,719	\$ 52,064	\$ 53,409	\$	54,754	S	56,099	\$	57,444	S	58,789	S	60,134	\$	61,479	S	62,824	\$	1,345
7 \$	54,038	\$ 55,561	\$ 57,084	S	58,607	\$	60,130	\$	61,653	\$	63,176	\$	64,699	\$	66,222	\$	67,745	\$	1,523
8 \$	59,579	\$ 61,265	\$ 62,951	\$	64,637	S	66,323	\$	68,009	S	69,695	S	71,381	\$	73,067	S	74,753	\$	1,686
9 \$	65,585	\$ 67,445	\$ 69,305	\$	71,165	5	73,025	\$	74,885	\$	76,745	\$	78,605	\$	80,465	\$	82,325	\$	1,860
10 S	71,966	\$ 74,011	\$ 76,056	S	78,101	S	80,146	S	82,191	S	84,236	S	86,281	5	88,326	\$	90,371	\$	2,045

Labor Agreement





between the

Metropolitan Police Department

and the

National Association of Government Employees (NAGE) Local R3-05

Effective March 8, 2007 - September 30, 2010

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ARTICLE 1 PREAMBLE

Section 1

This agreement is entered into between the Metropolitan Police Department, Washington, DC, and Local R3-05, National Association of Government Employees.

Section 2

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

Section 3

The parties hereto affirm without reservation 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 through negotiation of this agreement.

Section 4

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

ARTICLE 2 RECOGNITION

The Department recognizes the National Association of Government Employees, as the exclusive representative for a unit consisting of the following employees of the Metropolitan Police Department:

All non-professional employees of the Metropolitan Police Department excluding wage grade employees of the Property Division and the Fleet Management Division, management executives, confidential employees, supervisors or any employee engaged in personnel work in other than a purely clerical capacity.

ARTICLE 3 WAGES AND OTHER BENEFITS

Members covered by this agreement are in compensation unit one (1). The relevant compensation unit 1 package negotiated with the Government of the District of Columbia shall be incorporated in this Agreement.

ARTICLE 4 NO STRIKE CLAUSE

Section 1

For the purpose of this contract, the term "strike" includes any strike or concerted action with others involving failure to report for duty, the willful absence from one's position; the slowdown or stoppage of work; the abstinence in whole or part from the full, faithful, and proper performance of the duties of employment or in any manner interfering with the operation of the Department for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

Section 2

Neither the Union nor any employee in the bargaining unit shall initiate, authorize, actively support or participate in a strike.

Section 3

The Department may discipline, as deemed appropriate, any employee who engages in a strike.

Section 4

In the event of a strike as prohibited by this Article, the Employer agrees that there shall be no liability on the part of Local R3-05, provided that upon notification, in writing, by the Employer of said strike, Local R3-05 meets the following conditions:

- 1. Within not more than eight (8) hours after receipt of written notification by the Employer of any strike, Local R3-05 shall publicly disavow the action by issuing a statement to the media stating that the strike is unauthorized and unsupported by the Union.
- 2. Local R3-05 shall in good faith promptly direct the employees in the bargaining unit to return to work.

3. The Union's failure to comply with the above conditions, in the event of a strike in which members of the bargaining unit participate, shall be grounds for the Employer to terminate this contract.

Section 5

Management agrees that no employee will be prevented from reporting for work and performing his duties solely because of any dispute between the parties hereto.

ARTICLE 5 MANAGEMENT RIGHTS

Section 1

The Metropolitan Police Department retains 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, it's budget, its organization, the number of employees and the number, types and grades of positions of employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work, or its internal security practices; and
- 6. To take whatever actions may be necessary to carry out the mission of the District Government in emergency situations.

Section 2

Those inherent managerial functions, prerogatives, and policy making rights, whether listed above or not, that are in accordance with the applicable laws, rules, and regulations are hereby retained by the Department.

Section 3

Those management rights that have not been expressly modified or restricted by a separate distinctive article of this Agreement are not in any way, directly or indirectly, subject to the grievance and arbitration procedures contained herein.

Section 4

When a Departmental General Order or Regulation directly impacts on the conditions of employment of unit members, such impact shall be a proper subject of consultation or negotiation, as appropriate, with the Employer.

ARTICLE 6 RIGHTS OF EMPLOYEE REPRESENTATION

Section 1

Designated employee representatives will be free from reprisal, coercion or discrimination in the exercise of their right to act on behalf of an employee or group of employees within the bargaining unit.

Section 2

One (1) Chief Steward and up to twelve (12) Shop Stewards shall be designated by the Union and shall be accorded recognition by the Employer as employee representatives for the employees in the bargaining unit.

Section 3

Stewards are authorized to perform and discharge the duties and responsibilities as assigned under the grievance procedure.

Section 4

The Union will supply management with the names of all the employee officials of the Union and all stewards.

Section 5

Subject to security and safety, Union officials who are non-employees will be allowed to visit work sites, after prior notification and approval, to carry out their responsibilities under the terms of this Agreement.

Stewards may be contacted by employees concerning complaints and grievances during working hours but not for the purpose of discussing other Union matters. In the event such contact would require the employee to leave his/her duty post, he/she must first obtain permission from his/her supervisor.

Section 7

Officials of the Union, who are employees, and stewards, shall notify their immediate supervisor when they desire to leave their work assignments to carry out their duties under the grievance procedure.

Section 8

The official or steward shall be granted official time unless the work situation or an emergency precludes the granting of such official time. If official time is denied, the steward will be informed at that time when he/she will be granted official time. If the immediate supervisor is not available, notification will be made to the next higher level of supervision.

Section 9

The Employer shall provide Union stewards, employees and Union officials with official time in the manner hereinafter described to receive, investigate, prepare and present grievances to management.

- An employee may request the presence of a Union representative during an interview by the Employer if he/she believes the interview/meeting may result in disciplinary action.
 A Local Union representative shall be given the opportunity to be present following such a request.
- 2. Upon the employee's request for Union representation, the Employer shall allow the employee time to consult with the Union representative regarding the subject and purpose of the meeting. A Union representative shall be given the opportunity to be present following such a request. In no event shall the meeting be delayed beyond 24 hours unless mutually agreed.
- 3. Upon the employee's request, official time shall be granted as needed within scheduled working hours to report grievances to Union representative(s) and to management.
- 4. Union stewards and officials shall be granted official time to investigate, receive and present a grievance in accordance with the provisions of the negotiated grievance

procedure. Time shall be allowed for travel if it becomes necessary for a steward to go to another police facility to represent an employee.

Section 10

Constitutionally and officially elected delegates shall be granted five (5) days administrative leave to attend the NAGE National Convention.

Section 11

Employees elected to any Union office or selected to do Union work which takes them from their employment with the Employer shall, at the written request of the Executive Vice-President of the Local's Parent Organization, be granted a leave of absence without pay. The initial leave of absence shall not exceed one year. Leaves of absence for such Union business shall be extended for similar periods upon request. The cost of any employment benefits retained by the employee during such absence shall be paid by the Union.

ARTICLE 7 PROBATIONARY EMPLOYEES

Employees serving a probationary period shall not be entitled by virtue of this Agreement to any rights and/or privileges that exceed or are in conflict with the provisions of the Comprehensive Merit Personnel Act, or any Departmental rules and regulations governing probationary employees.

ARTICLE 8 DUES

The Employer agrees to withhold Union dues from the wages of unit employees who authorize such deductions by signing the voluntary salary allotment form or service fees as provided in Union Security, Article 9, Section 2.

The amount to be deducted shall be certified to the Employer by the duly authorized officer of NAGE. The aggregate biweekly deductions for all employees shall be remitted biweekly, together with an itemized statement to the duly authorized officer of NAGE, immediately after such deductions are made.

Members can choose to become service-fee payers at any time.

ARTICLE 9 UNION SECURITY

Section 1

The Union shall be responsible for representing the interests of all unit employees without discrimination and without regard to membership in the Union.

Section 2

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues shall pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such deductions shall be allowed when the Union presents evidence that at least 51% of the members in the unit are members of the Union.

Section 3

Membership in the Union or payment of the service fees shall not be a condition of employment.

Section 4

If any court action is brought against the Employer, as a result of the service fee provisions of this Agreement, the Union shall intervene as a party defendant for the purpose of defending the propriety of the contract under the law.

Section 5

The Union shall have access to all new and rehired employees to explain Union membership, services and programs. Such access shall occur during either a formal orientation session or upon such employee's reporting to their work site within thirty (30) calendar days of employee's appointment or reappointment. A list of new hired employees shall be furnished to the Union by the end of each month. One week prior to all scheduled orientations, the Employer shall provide written notice to the Union president.

ARTICLE 10 LABOR-MANAGEMENT COOPERATION

Section 1

The Employer agrees that representatives of the Union and management may meet monthly, or as necessary, for the purpose of discussing issues of common interests and establishing and maintaining labor-management cooperation by a committee composed of equal numbers from both

parties. Such Union-management meetings will be held during normal working hours without loss of pay to those employees attending.

Section 2

The purpose of these meetings shall be to discuss different points of view and exchange views on working conditions, terms of employment, matters of common interest or other matters which either party believes will contribute to improvement 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 the subject of discussion at these meetings, nor shall the meetings be for any other purpose which will modify, add to or detract from the provisions of this Agreement.

Section 3

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

ARTICLE 11 NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Section 1 - Non-discrimination

- 1. Both parties shall share equally the responsibility for applying the provision of this Agreement to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, religion, national origin, political affiliation, handicap or sexual orientation.
- 2. The Employer agrees not to interfere with the rights of employees to become members of the Union and there shall be no discrimination, interference, restraint or coercion by the Employer or an Employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union.

Section 2 - Affirmative Action

- 1. The Employer will continue to conduct an affirmative action program and a workplace environment plan formulated and implemented in accordance with applicable laws and regulations.
- 2. The Union shall have one (1) member on the Employer's EEO Counselor List selected

by the Union president or his/her designee. The member shall be either a local executive board member or a shop steward/Union representative.

- 3. The Union shall be provided the opportunity for involvement in the assessment and development stages of the Employer Affirmative Action Plan. In addition, the Union may submit written comments and suggestions for the Employer's consideration during the assessment and development stages.
- 4. The Employer agrees to provide the Union with a reasonable number of copies of the Affirmative Action Plan and will make it available for review by employees. Additionally, the Employer will provide a copy of the EEO complaint procedure to the Union and to employees.
- 5. The Employer and the Union will respect an employee's right to file a formal discrimination complaint under the Metropolitan Police Department's equal employment opportunity program (EEO).
- Final selection and appointment of EEO Counselors is a management responsibility.
 The Union will be provided with a list of the names of the EEO Counselors and EEO Officer.
- 7. Allegations of discrimination based on Union affiliation may be grieved and arbitrated under this Agreement. All other allegations of discrimination will be filed with the Department's EEO office, the District's Office of Human Rights or the U.S. EEO office.

ARTICLE 12 USE OF FACILITIES

Section 1

The Union agrees to request, in advance, the use of space to conduct Union meetings during non-working hours of employees involved. If the request for the use of space is approved, reasonable care will be exercised in using the space and the area will be left in a clean and orderly condition. When use of the facilities is to be scheduled after 1600 hours, the Union will request this use three (3) days in advance.

Section 2

The Employer agrees to provide bulletin boards in appropriate areas for use by the Union. Material posted on these boards must be related to legitimate interests of the Union and bear the signature of a Union representative who is an employee of the Agency.

The Employer agrees to designate a mailbox within the Department's internal mail system for use by the Union.

Section 4

The Employer agrees to furnish to the Union a suitable location in each district or at department headquarters which will normally be available to the Union in connection with the handling of employee grievances and complaints. If that area, however, is not then available, a like area will be made available.

ARTICLE 13 CONTRACTING OUT

Section 1

It is understood that decision regarding contracting out are within the discretion of the department. Prior to contracting out which deviates from the agency's past practice, the Employer agrees to consider existing resources, to consult with the Union and agrees to consider the views, recommendations or suggestions offered by the Union.

Section 2

The Employer agrees to notify the Union within thirty (30) calendar days of any contracting out actions, which will displace any career employee. The Employer further agrees to minimize displacement action through realignment, retraining and restricting hiring and to exert other action necessary to retain career employees consistent with applicable laws and regulations and to place employees who have been displaced by such action in other available vacant positions within MPD for which they are qualified and able to perform with minimum training. "Minimum training" refers to instruction intended to familiarize and acclimate reassigned employees with the procedures followed in a new position/department.

ARTICLE 14 EMPLOYEE LISTS

Quarterly, during the term of this Agreement, the Employer shall provide the Union, upon request, with an alphabetical list of employees in the bargaining unit. This list shall include the employee's name, address, telephone number, assignment and service computation date.

ARTICLE 15 VACANCY ANNOUNCEMENTS

Section 1

All Vacancy Announcements for positions covered by this Agreement, for which the area of consideration is unlimited, will be posted on the District's Office of Personnel web site for at least ten (10) days. Vacancy announcements for which the area of consideration is limited to the Metropolitan Police Department will be open for at least five (5) days and carried in the Dispatch, and on the MPD website for five (5) days.

Section 2

Employees must submit an application in the manner outlined in the announcement to be considered. The Department agrees to advise candidates that their application has been received, upon telephonic request by the applicant. Non-selected applicants will be notified by the Department of their non-selection. Competitive or non-competitive appointment or promotion from a group of candidates who were properly qualified, ranked or certified is not grievable under this contract.

Section 3

Where all other factors are equal among applicants, the vacancy shall be filled by the applicant who has seniority in the Department.

Section 4

Employees may individually or with a Union representative request a final review of a specific promotion action for which they applied and were not selected.

ARTICLE 16 JOB DESCRIPTIONS

Section 1

Each employee covered by this agreement shall be supplied with a copy of his/her job description. The Union shall be supplied with a copy of each job description upon request. The Union shall be given the opportunity to review substantial changes in job descriptions prior to implementation. This review will not delay the implementation of changes.

The phrase "performs other duties as required or assigned" and phrases of similar nature in the job description are understood to mean duties, which are reasonably related to the duties outlined.

Employees will not be required to work outside of their job descriptions on a regular basis.

Section 3

An employee may appeal the classification of his position at any time.

ARTICLE 17 REDUCTION IN FORCE

Section 1

The Employer agrees to provide the Union with advance information concerning a reduction in force.

Section 2

The Employer further agrees to minimize the effect on career employees to whatever extent possible through reassignment, retraining, or restricting recruitment and any other appropriate means to avoid separation of employees in full compliance with all laws and regulations of the District of Columbia.

ARTICLE 18 SCHEDULING

Section 1 – Work Schedule

Work schedules showing the employee's shift, work days and hours shall be posted or otherwise made known to the employee. The workweek for full-time employees shall normally consist of five consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours unless the employee is assigned to a twenty-four (24) hour operational unit.

Special schedules shall be established for employees who are assigned in a twenty-four (24) hour operational unit and are required to work on Saturday and/or Sunday as part of their regular workweek. The workday for employees assigned in a twenty-four (24) hour operational unit shall consist of eight (8) hours of work. Work schedules for employees assigned to these units shall be posted and show the employee's workdays, tour of duty and days off or otherwise made known to the employee.

Section 2 - Changes In Work Schedule

Prior to any changes to the employee's work schedule, the Employer shall provide the employee with a fourteen (14) day notice. The Employer will also furnish the employee the reasons for the new assignment or change in the work schedule.

An employee's workweek or tour of duty shall not be changed for brief periods of time or on short notice for the purpose of avoiding the payment of overtime. Except when the Chief of Police determines that a unit would be seriously handicapped in carrying out its function or that costs would be substantially increased, the working hours in each day in the basic workweek shall be the same.

Section 3 - Rest Periods

All employees shall be provided two fifteen (15) minute rest periods for each tour of duty.

The same principle shall apply for overtime worked beyond the regular shift except that the employees need work only one (1) or more hours to qualify for the first fifteen (15) minute overtime rest period. Where possible, this initial overtime rest period shall be granted prior to the beginning of overtime work.

Section 4

Unit employees shall be granted a ten (10) minute personal cleanup period, if needed, prior to the end of the tour of duty.

ARTICLE 19 LEAVE

Section 1 - Annual Leave

Annual leave shall be requested by the employee from their immediate supervisor or his/her designee. Management agrees to provide the employee an opportunity to use the annual leave that is earned. Requests for annual leave will not be denied without sufficient cause and shall be based upon factors which are reasonable, equitable and do not discriminate against any employee or group of employees. Leave previously approved will not be cancelled or rescheduled by the employer without a good and sufficient reason, which shall be in writing in the remarks section on the DCSF-71.

Any normal requests for accumulated annual leave must be submitted on a DCSF-71 to the immediate supervisor or his/her designee. Requests for one day of leave or more shall be requested at least one (1) day in advance. Management shall allow an employee to submit an annual leave request four (4) months or more in advance, but no more than 12 months prior to

the date(s) the leave is requested.

It is the responsibility of the employee to notify his/her supervisor of the need for emergency annual leave prior to his/her tour of duty when possible. Call-in for emergency annual leave shall be at least one (1) hour before the start of the tour of duty, and will state the reason for the requested leave and the expected duration.

Requests for annual leave shall be approved on a first received basis. But in the event two or more requests for the same period are received and staffing requirements prevent the granting of all such requests, when objective considerations are equal, the conflict shall be resolved on the basis of employee seniority as determined by D.C. Service computation data.

If an employee is unavoidably or necessarily absent for less than one hour, or tardy, the Agency, for adequate reason may excuse him or her without charge to leave. When an employee is charged with leave or placed on any type of non-pay status, the Agency may not require him or her to perform work for any part of the leave charged against his or her account or non-pay period.

At retirement, resignation or separation, employees shall receive a lump sum payment for all annual leave not used to offset debt to the Department.

Section 2 - Sick Leave

Accrued sick leave shall be granted to employees incapacitated by illness from the performance of their duties. Employees shall request sick leave as soon as possible on the first day of sickness and shall inform his or her supervisor of the expected length of absence. If the incapacity lasts longer than estimated, the employee shall contact the supervisor and provide a revised estimate.

In the event of an unforeseen emergency, a family member may contact the employee's supervisor; however, the employee must make direct contact with his/her supervisor or the next higher level manager as soon as practical but no later than the employee's end of tour of duty.

Accrued sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, chiropractors, etc. and for the purpose of securing diagnostic examinations, treatments and x-rays.

If absent three (3) workdays or less, the employee shall be required to certify to his or her incapacity by initialing the time and attendance report or by signing the DCSF-71, application for leave. An absence in excess of three (3) workdays should be supported by a medical certificate the reverse of the DCSF-71, or similar statement. In the event that the illness was of a nature that medical treatment was not required, the employee's supervisor (or appropriate official) may accept a suitable statement signed by the employee in lieu of a medical certificate.

If, however the illness was of such a nature that medical treatment could not be obtained because of remoteness or location or other reason, the person responsible for approving leave may accept an appropriate statement signed by the employee in lieu of a medical certificate. The minimum charge for sick leave is one hour; additional charges are in multiples of one hour.

Where there is reason to believe that sick leave is being abused, the supervisor should notify the employee in writing that a medical certificate will be required for any future absence that is to be charged to sick leave, regardless of its duration. When it is determined that an absence is not properly chargeable to sick leave or annual leave, absence without leave shall be charged. Unapproved absences also may be made a basis for disciplinary action.

Permanent employees who have completed their probationary periods shall be eligible to request advance sick leave. An employee who has completed one (1) year of service shall be granted up to thirty (30) days of advance sick leave upon submission of medical certification and as allowed by departmental rules.

Section 3 - Family and Medical Leave

At the request of the employee, and pursuant to D.C. Official Code § 32-501 et seq., employees shall be entitled to up to sixteen (16) weeks of family and medical leave in accordance with the District of Columbia Family and Medical Leave Act (FMLA). Employees are also entitled to twelve (12) weeks of federal FMLA leave. An employee is not entitled to both types of leave in one year.

Maternity leave of absence shall be granted to pregnant employees who request same. The leave shall commence upon the date requested by the employee and may continue up to four (4) months. Employees must qualify for maternity leave under the Family Medical Leave Act. Maternity leave may be any combination of accumulated annual leave, sick leave, compensatory time or leave without pay at the employee's option. A pregnant employee shall be entitled to use accrued sick leave for the period she is unable to work for medical reasons certified by a physician.

Paternity leave shall be granted for a period of up to sixteen (16) weeks following the birth of a child, adoption and foster child and/or children. Such leave shall consist of annual leave and or compensatory time.

Section 4 – Leave of Absences

The Chief of Police may grant an employee leave without pay, up to one (1) year, in the event of serious illness. Any prior leave, D.C. or federal, counts toward the year.

Section 5 - Leave for Blood Donation

Employees shall be granted paid leave not to exceed four (4) hours on any one occasion for the purpose of donating blood, in accordance with D.C. personnel regulations.

ARTICLE 20 TRAINING

Section 1 - Basic Training

Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the Compensation Units 1 and 2 Agreement.

Section 2 – Reassignments and New Assignments

When employees are reassigned to new positions or assigned new duties in connection with their current positions, the Employer will provide the training necessary to enable employees to perform all required duties. This training may be on the job training.

<u>Section 3 – Continued Training Opportunities</u>

Training and reimbursement for training will be governed by the Department's tuition reimbursement program.

Section 4 – Career Training and Development

The employer will attempt to publicize available training opportunities and courses for employee development and advancement, by posting advertisements on the Department's website and in the Department's Dispatch.

Section 5 - Funding

Where the agency, in its sole discretion, is unable to fund training, such decision will not be grievable or arbitrable.

ARTICLE 21 SAFETY AND HEALTH

Section 1

The Employer will make every effort to provide and maintain safe working conditions. The Union will cooperate in these efforts and encourage its members to work in a safe manner and to obey established safe practices and regulations.

Section 2

The Employer will take prompt and corrective action to correct any unsafe condition or act which is reported. No employee shall be required to continue to work where an immediate hazard to health and safety exist.

Section 3

Protective devices and other equipment necessary for the protection of employees from injury shall be provided by the Employer whenever such devices and equipment are necessary. Proper ventilation shall be provided and maintained where there may be danger from chemical fumes.

Section 4

The Department and the Union agree to establish a standing Joint Safety Committee which shall meet as necessary, upon mutual agreement, to review safety conditions; to discuss matters of mutual interest and benefit pertaining to safety; and to make recommendations for improvement of safety conditions to the Chief of Police.

Section 5

The Joint Safety Committee shall consist of not more than two (2) individuals appointed by the department and two (2) individuals appointed by the Union, who shall be selected annually to serve on the committee for a period of one year. The Union shall notify the Chief of Police in writing of the names and work locations of their appointees and the names and work locations of a designated alternate for each standing member.

Section 6

A summary report of the Committee's meeting(s) shall be submitted quarterly to the Chief of Police. If additional meetings are held, summary reports of those meetings shall also be submitted. The recommendations of the committee, including dissenting or additional recommendations by individual committee members, shall be submitted in writing to the Chief of Police subsequent to each meeting.

The Chief of Police shall, within twenty (20) days from receipt of the recommendations of the Committee, advise the Committee in writing of his decision on the recommendations submitted.

Section 8

The members of the Joint Safety Committee appointed by the Union shall be granted official time to attend meetings when they occur during the regular working hours of the employees. The Union shall notify the Department's Labor Relations Representative at least one (1) day in advance of any scheduled meeting if an alternate will attend in the absence of the appointed member.

Section 9

If an employee in a position identified by the Chief of Police is injured in the performance of his or her duty, the Chief of Police shall have the discretion to identify a "light duty" detail for that employee, considering first any available positions within the employee's unit. The light duty detail shall be terminated as soon as the employee is medically able to return to his or her permanent assignment. The light duty detail may last no more than 90 days, except that the Chief of Police shall have the discretion to extend the detail, provided the prognosis is that the employee is not permanently disabled and will medically recover to the point of being able to return to his or her permanent assignment. The "light duty" detail shall not be to a position carrying additional compensation. Under no circumstances will the employee be considered "assigned" to the detailed, light duty position.

Section 10

Disputes arising under this Article shall not be subject to the negotiated grievance procedure.

ARTICLE 22 PERSONNEL FILES

Section 1

The official personnel files of all personnel covered by this Agreement shall be maintained only in Human Services.

Section 2

Each employee shall have the right to examine the contents of his/her personnel file and request copies of material in the file subject to D.C. Official Code § 1-631.05.

Each employee shall have the right to present information immediately germane to any information contained in his or her official personnel record and seek to have irrelevant, immaterial or untimely information removed from the record.

Section 4

Records of corrective actions or adverse action shall be removed from an employee's official file in accordance with the District Personnel Manual (DPM).

Section 5

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material as deemed necessary subject to the limitations of section 2 of this Article.

Section 6

Any material commending an employee shall be forwarded to Human Services to be placed in the Official Personnel File.

Section 7

The rights of employees pertaining to their Official Personnel Files shall be extended to apply to any employee's personnel file maintained by the Department.

ARTICLE 23 DISTRIBUTION OF CONTRACT

The Employer agrees to print this Agreement utilizing its in house facilities and Union agrees to share its cost. The Local President will be provided with 600 copies for distribution to members.

ARTICLE 24 DISCIPLINE

Section 1

Discipline shall be administered in a fair, equitable, consistent objective and nondiscriminatory manner. Disciplinary action shall not be taken in a manner that is retaliatory or constitutes harassment. Employees shall not be subject to restraints, interference, coercion or reprisals when participating in the disciplinary process.

The Employer agrees that adverse or disciplinary action will not be taken against an employee without cause. For the purpose of this Article, discipline shall include the following:

- 1. Corrective Action official verbal counseling; official verbal warning; official reprimand or suspension of three (3) days or less.
- 2. Adverse Action suspension of four days or more; reduction in grade or removal.

Section 2

Discipline shall be appropriate to the circumstances and shall be corrective rather than punitive in nature, and shall reflect the severity of the infraction. Discipline shall be administered to reflect the severity of infraction, consistent with the principles of progressive discipline. Progressive discipline does not require all discipline to start at the corrective level. Some infractions will support adverse action for the first offense.

In appropriate cases, consideration shall be given to correcting the problem through progressive discipline and the use of the employee assistance programs as provided under D.C. Official Code § 1-620.07.

Section 3

For purposes of disciplinary actions and penalties, days are defined as workdays (not including Saturdays, Sundays or legal holidays).

An employee's prior disciplinary record shall be considered in selecting the appropriate penalty. However, the following time limits on prior disciplinary actions shall apply when determining the appropriate discipline:

- 1. A reprimand or lesser penalty shall be considered a prior offense and may be cited only within two (2) years of the effective date of the reprimand, and only if it was not withdrawn earlier by the deciding official issuing the reprimand or by other competent authority.
- 2. A prior corrective or adverse action except reprimands or lesser penalties shall be considered a prior offense and may be cited only within three (3) years from the effective date of the action, and only if it was not withdrawn earlier by the deciding official issuing the action or by other competent authority.

If a supervisor has reason to verbally admonish, reprimand or discipline an employee, it shall be done in private and in a manner that shall not embarrass the employee before other employees or the public.

Section 5

An employee, against whom corrective action is proposed, shall be provided with an advance written notice of ten (10) business days. The employee shall have ten (10) business days to respond in writing and/or in person to the corrective action proposal.

Any form of corrective action taken against an employee may be appealed through the grievance procedure, beginning at the appropriate step, to the Chief of Police and will not be subject to further appeal.

Section 6

An employee, against whom adverse action is proposed, shall be provided with an advance written notice of fifteen (15) calendar days. The employee shall have fifteen (15) calendar days to respond to the adverse action proposal.

If any disciplinary action results in a suspension without pay in excess of three (3) days, a reduction in grade, or a removal, the Union may on behalf of the employee appeal the final Agency action to arbitration as provided in Article 25.

If the Union declines to advance an appeal to arbitration, or at the election of an employee, an appeal may be made to the Office of Employee Appeals on those disciplinary actions that result in a suspension without pay for ten (10) days or more, a reduction in grade or a removal.

Section 7

The Employer agrees that the notice of proposal for corrective or adverse action will identify the causes and the reasons for the proposed action. The Employer agrees to notify the employee of his/her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made available to the employee and/or his/her authorized representative for review. The employee and/or his/her authorized representative shall be entitled to receive copies of the material within a reasonable time.

Any information that cannot be disclosed to the employee and/or his/her representative shall not be used to support the proposed action.

An employee shall be given four (4) hours of administrative leave to prepare for his/her defense against a proposal for suspension of four (4) or more days or removal. An employee shall be given two (2) hours of administrative leave to prepare for his/her defense against a proposal of suspension for three (3) days or less.

Section 9

A Commander/Director or his/her designee may attempt to resolve a suspension of ten (10) days or less after a conference with an affected employee and his Union representative (unless representation is voluntarily waived by the employee) without resorting to the steps outlined elsewhere in this Article. If discipline is recommended by an Administrative Board or by a Commander or Director other than the one to whom the employee is permanently assigned, the Conference shall be held with the Department Disciplinary Review Officer (DDRO). The employee, once notified and prior to the conference, may review the relevant investigative report. The following conditions apply to the conference:

- 1. The penalty does not exceed a fine or suspension of ten (10) days.
- 2. Transfer, reassignment, and nontraditional penalties including, but not limited to, community service, counseling, etc. are specifically permitted under this Section;
- 3. The affected employee voluntarily agrees to the penalty and waives all appeal rights after having been given an opportunity in the conference to present his/her side of the matter;
- 4. Any statements made in the conference (including proposed settlement) or actual agreement shall not be used by either party as evidence or precedent in that case or any other; except that the outcome of such a conference may be considered in the future for purposes of progressive discipline.
- 5. If an agreement is not reached between the affected employee and the Commander/Director (or designee), or the DDRO, where applicable, normal disciplinary procedures shall be followed in imposing any penalty.

ARTICLE 25 GRIEVANCE PROCEDURE

A. **PURPOSE**

The purpose of this grievance procedure is to establish effective machinery 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 shall constitute a grievance under the provisions of this grievance procedure.

B. PRESENTATION OF GRIEVANCES

Section 1

A grievance may be brought under this procedure by one or more aggrieved employees with or without Union representation.

- 1. If a grievance involves all the employees in the bargaining unit, the grievance may be filed by the Union as a class grievance directly at Step 2 of the grievance procedure. It is understood that grievances filed by the Union as class grievances will be processed only if the issue raised by the grievance is the same as to all employees involved.
- 2. If a grievance involves a group of employees within a district or division, the grievance may be filed by the Union on behalf of the group of employees or by the group of employees at the appropriate management level authorized to resolve the issue.

Section 2

A grievance shall not be accepted by the Department or recognized as a grievance under the terms of this Agreement unless it is presented by the Union and/or the employee to management at the oral Step of this procedure not later than ten (10) business days from the date of the occurrence giving rise to the grievance or within ten (10) business days of the employee's knowledge of its occurrence, or in the case of class grievances, by the Union not later than thirty (30) business days from the date of the occurrence giving rise to the grievance or within thirty (30) business days of the Union's knowledge of its occurrence at Step 2 of the procedure.

Section 3

A grievance not submitted by the employee within the time limits prescribed for each step of the procedure shall be considered satisfactorily settled on the basis of the last decision received by the employee which shall not be subject to further appeal, nor shall the Union be entitled to pursue the grievance further. A grievance not responded to by the appropriate management representative within the time limits specified at any step shall enable the employee to pursue the grievance at the next higher step of the procedure.

Section 4

The time limits prescribed herein may be waived by mutual agreement, in writing, by the parties hereto, but if not so waived must be strictly adhered to.

C. PROCEDURAL STEPS

Informal Step

The aggrieved employee, with or without his Union representative, shall meet with the management official at the lowest level capable of resolving the grievance, who is not a member of the certified bargaining unit, and orally discuss the grievance. If the official lacks the authority to resolve the grievance, he/she shall refer the employee to the appropriate management official. The official shall make a decision and orally communicate this decision to the employee within three (3) business days from the initial presentation of the grievance.

Step 1

Section 1

If the grievance is not resolved informally, the employee shall submit a written grievance to his or her Manager, Commanding Officer or Division Chief within seven (7) business days following the informal response. The specific written grievance presented at Step 1 shall be used solely and exclusively as the basis for all subsequent steps. The employee shall be represented at Step 1 by his/her steward or Union representative. The written grievance at this step shall contain the following:

- 1. A statement of the specific provisions(s) of the Agreement alleged to have been violated, misapplied or misinterpreted;
- 2. The manner in which the provision is purported to have been violated, misapplied or misinterpreted;
- 3. The date or dates on which the alleged violation, misinterpretation or misapplication occurred;
- 4. The specific remedy or adjustment sought;
- 5. Authorization for the Union or other employee representative, if desired by the employee, to act as his/her representative in the grievance; and
- 6. The signature of the aggrieved employee or the Union representative, according to the category of the grievance.

If the grievance does not contain the required information, the grievant shall be notified and granted five (5) business days from the receipt of the notification to resubmit the grievance. Failure to resubmit the grievance as required within the five (5) business day period shall void the grievance.

The employee's Manager, Commanding Officer or Division Chief shall respond in writing to this grievance within seven (7) business days of its receipt. The written response shall contain the following:

- 1. An affirmation or denial of the allegations upon which the grievance is based;
- 2. An analysis of the alleged violation of the agreement;
- 3. The remedy or adjustment, if any, to be made; and
- 4. The Signature of the appropriate management representative.

Step 2

- 1. If the grievance is not resolved at Step 1, the employee shall submit a written grievance to the Chief of Police within seven (7) business days following receipt of the Manager, Commanding Officer or Division Chief's response. The written grievance filed at this step need not be signed by the employee. The Chief of Police, or his/her designee, shall respond in writing to the grievance within seven (7) business days of its receipt.
- 2. Class grievance shall be submitted by the Union in writing at this step of the grievance as provided for in Part B, Section 1.1 of this Article and shall contain the following:
 - a. A statement of the specific provision(s) of the Agreement alleged to have been violated:
 - b. The manner in which the provision is purported to have been violated;
 - c. The date or dates on which the alleged violation occurred;
 - d. The specific remedy or adjustment sought;
 - e. A statement that the grievance involves all employees in the bargaining unit and that the issue or issues raised by the grievance are the same to all employees involved;
 - f. Signature of the President of Local R3-05;
 - g. The required information must be furnished in sufficient detail to identify and clarify the matter at issue which forms the basis for the grievance. If the grievance does not contain the required information, the President of Local R3-05 shall be

notified and granted five (5) business days from receipt of the notification to resubmit the grievance. Failure to resubmit the complaint as required within the five (5) day period shall void the grievance.

The Chief of Police, or his/her designee, shall respond in writing to the class grievance within twenty-one (21) business days of its receipt.

D. GENERAL

Section 1

The Department and the Union agree that every effort will first be made to settle the grievance within the Department and at the lowest possible level.

Section 2

The employees in the unit and the Union shall follow the procedures set forth in this Article with respect to any grievance they may have and shall not follow any other course of action to resolve their grievances. If either breaches this provision, the right to invoke the provisions of this Article as to the incident involved shall be forfeited.

Section 3

The settlement of a grievance prior to arbitration shall not constitute a precedent in the settlement of a grievance.

Section 4

The fact that a grievance is raised by an employee, regardless of its ultimate disposition, shall not be recorded in the employee's personnel file or in any file or record utilized in the promotion process; nor shall such fact be used in any recommendations for job placement; nor shall an employee be placed in jeopardy or be subject to reprisal for having followed this grievance procedure.

Section 5

If an employee is given a directive by a supervisory authority which he/she believes to be in conflict with the provisions of this Agreement, the employee shall comply with the directive at the time it is given and thereafter exercise his/her right to grieve the matter. The employee's compliance with such a directive will not prejudice the employee's right to file a grievance, nor will his/her compliance affect the resolution of the grievance.

Section 6

The presentation and discussion of grievances provided for in this Article shall be conducted at a

time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to attend. No witnesses shall be heard unless their relevancy to the case has been established. Such witnesses shall be present only for the time necessary for them to present personal testimony. When the presentation and discussion of grievances or hearings as provided for in this procedure are held during the normal working hours of the participants, all employees who are entitled to be present shall be excused with pay for that purpose. An employee scheduled to work shift work or weekends will have his/her hours changed to coincide with the time of the hearing.

Section 7

No recording device shall be utilized during any step of this procedure. No person shall be present at any step for the purpose of recording the discussion.

E. ARBITRATION

Section 1

The parties agree that arbitration is the method of resolving grievances which have not been satisfactorily resolved pursuant to the grievance procedure and may be used by the Union to appeal certain disciplinary actions as outlined in Article 24.

Section 2

Within thirty (30) days of the decision of the Chief of Police on a grievance, a disciplinary action or on a final Agency Action, the Union, on behalf of an employee, may advance the matter to arbitration.

Section 3

An attempt will be made to reach agreement on the issue or conciliate the matter. Should conciliation fail, each party shall submit its own statement of the issue to arbitration under the voluntary labor arbitration rules of the Federal Mediation and Conciliation Service. The arbitrator shall be selected by the parties from a panel or panels submitted by the FMCS.

Section 4

Submissions to arbitration shall be made within ten (10) business days from any attempt at conciliation.

- 1. The arbitrator shall hear and decide only one grievance or appeal in each case.
- 2. The parties to the grievance or appeal shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.
- 3. The hearing on the grievance or appeal shall be informal and the rules of evidence shall not apply. The hearing shall not be open to the public or persons not immediately involved unless all parties to the same agree. All parties shall have the right at their own expense to legal and/or stenographic assistance at this hearing.
- 4. The arbitrator shall not have the power to add to, subtract from or modify the provision of this Agreement in arriving at a decision of the issue presented and shall confine his decision solely to the precise issue submitted for arbitration.
- 5. Arbitration awards shall not be made retroactive beyond the date of occurrence of the event upon which the grievance or appeal is based.
- 6. The arbitrator shall render his/her decision in writing, setting forth his/her opinion and conclusions on the issues submitted, within thirty (30) days after the conclusion of the hearing. The decision of the arbitrator shall be binding upon both parties and all employees during the life of this Agreement.
- 7. A statement of the arbitrator's fee and expenses shall accompany the award. The fee and expense of the arbitrator shall be borne equally by both parties.

Section 6

Either party may file an appeal from an arbitration award to the PERB, not later than twenty (20) days after the award is served for reasons which show that:

- 1. The arbitrator was without authority or exceeded the jurisdiction granted; or
- 2. The award on its face is contrary to law and public policy; or
- 3. Was procured by fraud, collusion or other similar and unlawful means.

ARTICLE 26 DISTRICT PERSONNEL MANUAL

The Department shall make available to the Union in its Personnel Office any portion of the D.C. Personnel Manual that is not available on the District's web site. The Department shall furnish the Union with a copy of all department regulations.

ARTICLE 27 SAVINGS CLAUSE

In the event an Article, Section or portion of the Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 28 DETAILS

Section 1

An employee detailed or assigned to a position carrying additional compensation for more than 90 consecutive days shall receive the higher rate of pay beginning the first full pay period following the 90 day period.

Section 2

The Employer shall take measures to insure that an employee assigned or detailed to a higher graded position is not arbitrarily removed from the detail in order to avoid payment in accordance with section 1, above.

Section 3

Upon selection of an employee to a detailed position, the selecting official shall immediately prepare a DC Standard Form 52 (Request For Personnel Action).

Section 4

The Employer shall avoid practices in detailing employees to a higher graded position that are indicative of pre-selection.

ARTICLE 29 DURATION AND FINALITY OF AGREEMENT

Section 1

This Agreement shall remain in full force and effect until September 30, 2010, subject to the provisions of Section 1715 of the Merit Personnel Act. In the event there is a change in management or the transfer of a group or groups of functional elements to another DC Government Agency, this agreement will be honored by the new agency until a new agreement is negotiated.

Section 2

The parties acknowledge that this contract represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter.

Section 3

In the event that a state of civil emergency is declared by the Mayor (civil disorders, natural disasters, etc.), the provisions of this Agreement may be suspended by the Mayor during the time of the emergency. The Chief of Police may suspend any provision of this contract when the Chief declares an emergency.

Section 4

This Agreement shall remain in effect until September 30, 2010, from the date approved as provided in Section 1715 of the Act, and will be automatically renewed for three (3) year periods thereafter unless either party gives to the other party written notice of intention to terminate or modify the Agreement one hundred and fifty (150) days prior to its anniversary date. In the event that either party requests modification of any article or part of any article, or the inclusion of additional provisions, only the related articles or part of the articles shall be affected and the unrelated articles and/or parts of articles shall continue in full force and effect.

On this 28^{TH}	day of SECE	43el 2006, and in witness thereof, the parties
hereto have set their sign	atures.	
Charles H. Ramsey Chief of Police	amer	Michael Patterson President National Association of Government Employees Local R3-05

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FY2018

1. DFS-PHL Brown-Bag Luncheon: "Rabies: A Public Health Threat, The Texas
PHL Experience".
2. DCLS Site Visit for NGS Work Process Training
3. AFDO MMFRPS & Lab Collaboration Training Course
4. DFS-PHL Brown-Bag Luncheon: "Influenza Updates".
5. Applied Microbial Computational Genomics Workshop
6. 2018 DCLS L-SIP Assessment Meeting
7. DFS-PHL Brown Bag Luncheon: "Legionella Discussion"
8. Typing, Subtyping and Genotyping Influenza Using the CDC Flu rRT-PCR Dx
Panel
9. APHL Influenza Surveillance Workshop
10. ATCC-GMU Best Practices in Cell Culture
11. PulseNet BioNumerics Workshop
12. 9th CalicinNet Workshop
13. Laboratory Methods for Detecting Rabies Virus-Workshop
14. 2018 CDC Responsible Official Workshop
15. Custom Empower/HClass Training/PDA
16. PHL Brown Bag luncheon: "The Role of the Public Health Laboratory in
Ending the HIV Epidemic"
17. 2018 eFSAP Regional Training Workshop
18. APHL Cohort 11 Emerging Leaders Program
19. Rapid Applied Microbial Next-Generation Sequencing and Bioinformatic
Pipelines
20. Courtroom Testimony Techniques - Success Instead of Survival
21. CODIS Training Series_8.0_1
22. Basic/Advanced Forensic Photography
23. QAS Auditor Training
24. Ruger Armorer's Course
25. Giglio/Brady/Discovery Seminar
26. Coaching With Intention
27. Basic Bloodstain Pattern Recognition Course
28. Work-Life Effectiveness
29. Introduction to Forensics Photoshop
30. Workforce Discrimination
31. Bloodborne Pathogen and Chemical Hygiene
32. Forensic Analysis of Shooting Incidents
33. EEO Counselors and Officers Training
34. Certified Public Safety Laser Scan Technician
35. dTective, Omnivore, ClearID, iNPUT-ACE
36. STRmix Training Workshop 2018
37. Glock Armorer Re-Certification Course

38. BLK360 3D HDS Laser Scanner Field Operations to Register 360
39. The Successful Application of Reagents at Crime Scenes
40. Work Compensation for Managers
41. Homicide and Death Investigation Course
42. Analytics Boot Camp
43. Managing Property and Evidence in Law Enforcement
44. Sexual Harassment Prevention
45. Forensic Ultraviolet and Infrared Photography
46. Mideo Casework
47. IAI Crime Scene Certification Test Preparation
48. 2018 Financial Management Training Seminars
49. PASS Buyer Training
50. Shooting Incident Documentation
51. NIBIN IBIS Data Acquisition
52. FBI ERT Regional FTX
53. Overlooked Drug Evidence at Crime Scenes
54. Preparing for Lab Accreditation
55. Vicarious Trauma training
56. A Comparison of Manual Versus Automated Searching Techniques
57. Intro Overview Forensic Face Examination
58. Why, How and When to Use GYRO
59. Making Sense of Statistics in the PCAST Report
60. CSI Certification Test Preparation
61. ANAB Audit principles
62. ANAB Delta to AR3028 Assessors course
63. CZ-USA P10 Armorer Course at AFTE 2018
64. How to Identify Other Firearms
65. Leeds Evofinder 3D Workshop
66. Ammunition Identification - CartWinPro
67. Matching for the Firearm/Toolmark Examiner
68. Courtroom Testimony: A Practical Approach from a Firearms Examiner and
Prosecutor's Point of View
69. Forensic ISO/IEC 17025 Internal Auditor Course
70. 4th Annual Workshop on STRmix: Implementation and Casework Approach
71. IBIS User Training
72. Beretta 90 Series Armorer Course
73. ATF NIBIN Site Seminar
74. Ruger LC9 Armorer's Course
75. Ruger M77 Bolt Action Rifle Armorer's Course
76. DC OCME Field Disaster Morgue Training
77. Preparation for Daubert and Evidentiary Hearings
78. Fujifilm UV/IR Full Photography
79. DVR Examiner Certified User
80. Evofinder Automated Ballistics Identification User Training
81. Glock Armorer's Course

82. MSS - Building High Performance Teams	
83. Fundamentals of Measurement Uncertainty	
84. Advanced Latent Analysis	
85. Performance Improvement Plan Training	

FY2019

- 1. Diagnostic Testing for HIV: Implementation and Quality Assurance Tips for the Clinical Lab
- 2. Overtime/Timesheet Training (DCHR)
- 3. Expert Witness Testimony Techniques for Laboratory Analysts
- 4. Advanced Homicide Investigations

42. Please list all cases processed in FY18 and FY19, to date, by unit, case type, and turn-around time, including sexual assault forensic examination kits. How many of each case type are "backlogged"? How many of each case were processed by an outside contractor?

FORENSIC BIOLOGY UNIT	FY2018	FY19
		Q1
Sexual Assault Kits*		
Average Backlog*	0	0
Total Kits Received for Testing	268	70
Total Completed In-House	267	20
Total Pending In-House	0	50
Average Turnaround Time (In Days) In-House*	65	64
Total Completed Outsourced	N/A	N/A
Average Turnaround Time (In Days) Outsourced	N/A	N/A
Non-Sexual Assault Kits**		
Average Backlog**	118	89
Total Requests Received	1302	334
Total Completed In-house	645	65
Total Pending In-House	0	75
Total Cancelled Requests	65	23
Average Turnaround Time In House (in days)*	35	34
Total Completed Outsourced	657	24
Total Pending Outsourced	0	170
Average Turnaround Time Outsourced (in days)*	60	60
Assaults	114	34
Sexual Assault	141	29
Burglaries/Robberies/Carjackings	537	136
Homicide/Death Investigations	81	32
Other	429	103

^{*} Turnaround time for sexual assault kit testing is defined by SAVRAA as date when kit arrives at DFS until time report is disseminated. Backlog for sexual assault kit testing is defined as any kit exceeding the 90 days as defined by SAVRAA and is not subject to delays for Permission to Consume litigation.

^{**} Turnaround time for Non-Sexual Assault Kit cases is defined by DFS as date assigned to analyst to the date report is disseminated. Backlog is reported as the number of cases requested but not yet assigned to an analyst and is reported as the average backlog over the reported timeframe.

LATENT FINGERPRINT UNIT - Latent Examination	FY2018	FY19
		Q1
Average Backlog	0	0
Average Turnaround Time (in days)	11.25	13
Total Completed Cases	2972	660
Assault/Sex Abuse	213	69
Burglary	601	113
Carjacking	125	26
Robbery	376	81
Homicide	208	68
Death Investigations/Fatality	226	55
Other	1223	248

LATENT FINGERPRINT UNIT - Evidence Processing	FY19 Q1
Average Backlog	25
Average Turnaround Time (in days)	15
Total Completed Cases	438
Assault/Sex Abuse	91
Burglary	15
Carjacking	17
Robbery	30
Homicide	44
Death Investigations/Fatality	5
Other	236
(Note: New Unit)	•

FIREARMS EXAMINATIONS UNIT	FY2018	FY19
		Q1
Average Backlog	701.25	**141
Average Turnaround Time (in days)	4.25	38
Total Completed Cases	767	181
Assault with Intent to Kill (AWIK)	69	3
Assault with Dangerous Weapon (ADW)	399	104
Assault with Intent to Rob (AWIR)	5	4
Assault on a Police Officer (APO)	12	1
Homicide	208	54
Robbery while Armed	3	5
Robbery*	3	10

Other	68	0	

*Robbery includes offenses listed under robbery, robbery (hold up), and robbery of establishment.

**This number is based on evidence that is unassigned for all FEU service requests and received by October 1, 2018 thru December 31, 2018. Currently FEU has several unassigned requests that were created in the beginning stages of LIMS in 2012 or have offenses that are not eligible for our case prioritization policy. These requests will eventually be removed during a FEU LIMS project by the end of FY2019 2nd quarter with the assistance of Jacquie Reedy. Above is the most accurate accounting of FEU backlog going forward."

DIGITAL EVIDENCE UNIT	FY2018	FY19 Q1
Average Backlog	0	0
Average Turnaround Time (in days)	5.965	2.5
Total Completed Cases	636	258
Assault	78	46
Burglary	16	4
Carjacking	14	5
Robbery	68	38
Homicide	214	116
Death Investigations	24	0
Other	222	49
*3 cases were excluded from TAT due to equipment availability outside DEU		



March 8, 2019

Charles Allen, Chairperson Committee on the Judiciary and Public Safety 1350 Pennsylvania Avenue, NW Washington, DC 20004

Dear Chairperson Allen,

Thank you for the opportunity to testify at the 2019 Performance Oversight Hearing on March 1, 2019.

DFS has followed up with DC Fire and Emergency Medical Services (DCFEMS) on the issue mentioned during the public witness testimony. DCFEMS officials are working with the Fire Protection Division to determine the nature of the issue and its connection with the services DFS provides or may provide. We will continue to remain engaged to ensure resolution of the issue.

Additionally, regarding your question about DFS' efforts to remain unbiased among our stakeholders, we would like to provide the following information. The DFS General Counsel is in regular communication with the Public Defender Service for the District of Columbia (PDS) on subpoenas, court appearance and the Science Advisory Board meetings. DFS has hosted awareness and information sessions with PDS distinct from the priority meetings held with MPD, OAG and USAO. On December 4, 2018, the Digital Evidence Unit (DEU) hosted 20 individuals from PDS for a discussion on DEU's capabilities and a tour of the laboratory. Most of the discussion centered on mobile devices and the impact of digital evidence in criminal investigations. The Forensic Biology Unit (FBU) has extended an invitation to PDS attorneys to tour the laboratory and receive training on reading DNA reports, particularly those regarding the interpretation of complex mixtures. This information session is expected to be held on April 9, 2019. Both DFS managers and the General Counsel continue to assist PDS attorneys with questions concerning cases or matters subject to discovery.

Finally, we have made minor revisions to the answers on page 63 of the February 23 submission. The revisions include the updated number of specimens received in FY17 for BT testing.

Sincerely,

enifer A. L. Smith, Ph.D.

Director, Department of Forensic Sciences



CC: Office of the Deputy Mayor for Public Safety and Justice Office of Policy and Legislative Affairs

ATTACHMENTS