



February 06, 2020

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,

Jennifer 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

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, with the employee’s title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Please see Attachment B.

3. Please list all employees detailed to or from your agency during FY19 and FY20, to date. 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	Retired FY19
Senior Officer Rimel, Wayne	MPD	Assigned to DFS Crime Scene Sciences to support	8/3/2016	TBD

Name	Detailed From	Reason for Detail	Date of Assignment	Projected Date of Return
		MPD/DFS Crime Search Sciences responsibilities		
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	Retired FY19
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	Retired FY19
Officer Lancaster, Adrian	MPD	Assigned to DFS Crime Scene Sciences to support MPD/DFS Crime Search Sciences responsibilities	8/3/2016	Retired FY19

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	Retired FY19
Parker, Lorrelle	OCFO	Assigned to DFS as the Agency Fiscal Officer	7/10/2017	10/1/2019
Elijah Owuor	OCFO	Assigned to DFS as the Agency Fiscal Officer	9/3/2019	TBD
Anthony, Joseph	OCFO	Assigned to DFS as the Budget Analyst	1/6/2020	TBD
Wallington, Kenneth	OCP	Assigned to DFS as the OCP Contracting Officer	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 FY19 and FY20, to date; and**

Vehicle	Vehicle Number	Assigned
2014 Toyota Sienna (Passenger Minivan)	3910476	DFS
2014 Toyota Prius (Compact Sedan)	3910564	DFS

Vehicle	Vehicle Number	Assigned
2014 Chevy Express 3500 (Large Van)	3910618	CSS
2014 Chevy Express 3500 (Large Van)	3910619	CSS
2014 Chevy Express 3500 (Large Van)	3910620	CSS
2014 Dodge Cargo Van (Minivan)	3910622	CSS
2014 Dodge Cargo Van (Minivan)	3910623	CSS
2015 Dodge Promaster City (Small Van)	3911192	CSS
2015 Nissan Frontier (Pickup Truck)	3911211	CSS
2015 Nissan Frontier (Pickup Truck)	3911216	CSS
2014 Chevy Express 3500 (Large Van)	3911212	CSS
2014 Chevy Express 3500 (Large Van)	3911279	CEU
2017 Ford Explorer (Blue)	3910913	CSS
2017 Ford Explorer (Blue)	3910914	CSS
2017 Ford Explorer (Blue)	3910915	CSS
2017 Ford Explorer (Blue)	3910916	CSS
2009 Cutaway Van (Ambulance Package)	3910918	CSS
2009 Cutaway Van (Ambulance Package)	3910919	CSS
2017 Ford Explorer (White)	3912808	CSS
2017 Ford Explorer (White)	3912810	CSS
2019 Ford F150 (White)	3913324	CSS

Date	Vehicle	Operator	Description	Vehicle Damage
FY19				
12/24/2018	11212	Goolsarran	Vehicle was parked on hill; when put into drive, vehicle rolled back and struck the vehicle parked behind.	No damage to Gov. vehicle
1/23/2019	10620	N/A	Vehicle was parked on School Street SW; driver's mirror was struck by a passing delivery.	Driver's mirror broke off
2/21/2019	10913	Patton	Vehicle was attempting to parallel park when struck in the driver's rear.	paint transfer/dent to bumper

Date	Vehicle	Operator	Description	Vehicle Damage
6/16/2019	11211	Miller	Vehicle was approaching a crime scene and was struck by a vehicle exiting a parking lot; driver fled the scene.	Plastic rub on driver front bumper

Date	Vehicle	Operator	Description	Vehicle Damage
FY20				
11/22/2019	10620	Langford	While driving through an alley, driver struck a pole on the passenger side of vehicle.	Long scratch on cargo doors
12/7/2019	10616	Manning	Driver of the GOV vehicle stated that they were stopped at the light waiting for it to turn green. When the driver saw it turn green they accelerated forward and collided with the rear of vehicle 2 causing that vehicle to collide with vehicle 3; which vehicle 3 then collided with vehicle 4.	Small paint transfer to GOV
12/8/2019	13324	Holder	While parked at a crime scene, the driver's mirror was struck by the responding DCEMS ambulance.	Driver's mirror was broke off

- b. A list of travel expenses, arranged by employee for FY19 and FY20, to date, including the justification for travel.**

Please see Attachment C.

- 5. Please list all memoranda of understanding (“MOU”) entered into by the agency during FY19 and FY20, 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.**

FY19				
MOU	Buyer	Seller	Date Entered	Termination Date
Radios and Airtime Services	DFS	OUC	10/01/18	09/30/19
Public Health Emergency Preparedness (PHEP), Epidemiology and Laboratory Capacity (ELC)	DC Health	DFS	10/01/18	09/30/19
Amendment NO. 7	DC Health	DFS	11/07/18	07/31/19
Amendment to Above with DC Health	DC Health	DFS	01/16/19	07/31/19
Crime Gun Intelligence Center	MPD	DFS	01/09/19	09/30/19
DNA Services for US Capitol Police	USCP	DFS	10/30/18	09/30/23
DCHR Suitability Services	DFS	DCHR	10/01/18	09/30/19
DGS Parking	DFS	DGS	10/01/18	09/30/19
DGS Facilities Service Agreement	DFS	DGS	10/01/18	09/30/19
Physical Evidence Recovery Kit Initiative (Grant Funding)	OVSJG	DFS	01/01/19	12/31/19
Data Sharing	OCA	DFS	01/26/18	04/17/19

FY20				
MOU	Buyer	Seller	Date Entered	Termination Date
DNA Services for US Capitol Police	USCP	DFS	10/30/18	09/30/23
DCHR Suitability Services	DFS	DCHR	10/01/18	09/30/19
Physical Evidence Recovery Kit Initiative (Grant Funding)	OVSJG	DFS	10/01/19	09/30/20
BioWatch with Prince George's County, MD	PGCC	DFS	10/01/19	09/30/20
Data Sharing	OCA	DFS	04/30/19	No Termination Date
Fingerprint Services for US Park Police	USPP	DFS	08/20/19	08/20/24

6. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY19 and FY20, to date.



The Public Health Laboratory Division (PHL) collaborates with a plethora of local, state and federal agencies, community based organizations, non-profits and healthcare facilities. Locally, we coordinate with the Fairfax, VA PHL for testing of Fairfax residents treated in DC healthcare facilities and vice versa. The PHL also routinely coordinates with the Maryland and Virginia Departments of Health for testing of VA and MD residents treated at DC healthcare facilities. Additionally, the MD and VA public health laboratories serve as regional resources for whole genome sequencing and the antibiotic resistance laboratory network to the DC PHL. Many other states also serve as regional reference centers that we send samples to for surveillance purposes such as NY, WI and MN.

On a Federal level the PHL is in communication with the Centers for Disease Control and Prevention (CDC) for national disease surveillance and specialized testing for outbreaks or rare infectious diseases. We also work with the Federal Bureau of Investigations (FBI) to assist with testing potential bioterrorism cases such as white powder samples in letters. In addition to collaborating with government agencies the PHL also works closely with community based organizations and non-profits such as the Whitman-Walker Clinic for STD testing and surveillance, the George Washington University for graduate internships and teaching opportunities, the Association of Public Health Laboratories (APHL) for networking with other laboratories, trainings and sponsored surveillance projects, and the American Society of Microbiology (ASM) for presenting our data and accrediting our Senior Technical Staff. Finally, we are in constant communication with our local healthcare facility stakeholders to provide clinical diagnostic testing and surveillance testing of infectious disease.

For the Forensic Science Laboratory, we have developed a Pattern Recognition Program. DFS established a partnership with Trinity University and in the process of incorporating forensic pattern recognition classes into the Trinity University's Forensic Science Program. The aim is for students to develop knowledge and gain exposure within a laboratory environment, while participating in exercises, assignments, research and projects. DFS is fully participating in this program as of October 2019.

7. For FY19 and FY20, to date, please list all intra-District transfers to or from the agency, and include a narrative description of the purpose of each transfer.

The charts featured below were provided by the Agency Fiscal Officer.

FY 2019 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY					
SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED			FUNDING SENT	BILLED AMOUNT
Office of the Chief Technology Officer	Request for Telecommunication Services	10/1/2018	9/30/2019		\$149.96
Office of the Chief Technology Officer	OCTO Assessment	10/1/2018	9/30/2019	\$64,287.55	\$6,045.65
Department of Public Works	Fleet Assessment	10/1/2018	9/30/2019	\$17,003.12	\$4,846.79
Department of Human Resources	HR Assessment	10/1/2018	9/30/2019	\$6,806.07	\$0.00
Department of General Services	Auxiliary Parking Services			\$28,500.00	\$0.00
Office of Contracting and Procurement	Purchase Cards	10/1/2018	9/30/2019	\$70,915.86	\$70,915.86
Office of Unified Communications	Purchase of additional CSS radios			\$121,905.70	\$0.00
TOTAL				\$309,418.30	\$81,958.26

FY 2020 MEMORANDA OF UNDERSTANDING (MOU) - SELLER SUMMARY					
BUYER AGENCY	DESCRIPTION OF SERVICES PROVIDED			FUNDING SENT	BILLED AMOUNT
DC Health	Epidmiology and Laboratory Capcity Grant (ELC)	10/1/2019	9/30/2020	\$584,403.53	\$0.00
DC Health	Public Helath Emergency Preparedness (PHEP) Cooperative Agreement	10/1/2019	9/30/2020	\$712,600.00	
DC Health	Opioid	10/1/2019	9/30/2020	\$399,842.00	
DC Health	Opioid	10/1/2019	3/29/2020	\$31,745.00	
DC Health	Hospital Preparedness Program (HPP) Ebola Supplement	10/1/2019	9/30/2020	\$101,000.00	
Office of Victim Services & Justice Grants	Physical Evidence Recovery Kit Initiative Reimbursable Agreement funding not advanced	10/1/2019	9/30/2020	\$553,192.00	
Office of Victim Services & Justice Grants	Paul Coverdell Firearms- support firearms testing, travel and training. Reimburseable Agreement funding not advanced	1/1/2019	12/31/2019	\$135,980.00	
TOTAL				\$2,518,762.53	\$0.00

8. For FY19 and FY20, 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;**
- f. **Whether expenditures from the fund are regulated by statute or policy; and**
- g. **The current fund balance.**

There were no special purpose revenue funds being maintained, used by, or available to the agency, in FY19 nor FY20, to date. DFS Laboratory Fund has zero balance.

9. For FY19 and FY20, to date, please list all purchase card spending by the agency, the employee making each expenditure, and the general purpose of each expenditure.

Authorized User	Purchase for Expenditure	Total Purchases for FY19	Total Purchases for FY20
Shelby Conyers	Supplies	\$8,754.89	\$1,543.80
Shelby Conyers	Services	\$7,984.67	\$771.90
Shelby Conyers	Equipment	\$1,203.62	\$699.58
Derrick Draughn	Supplies	\$6,608.45	\$0.00
Derrick Draughn	Services	\$1,956.34	\$0.00
Derrick Draughn	Equipment	\$3,359.80	\$0.00
Grant Greenwalt	Supplies	\$5,539.59	\$511.61
Grant Greenwalt	Equipment	\$4,980.88	\$0.00
Kimary Harmon	Supplies	\$56,728.99	\$10,229.21
Kimary Harmon	Services	\$22,460.64	\$3,706.03
Kimary Harmon	Travel	\$20,996.86	\$0.00
Kimary Harmon	Equipment	\$304.16	\$0.00
Lavonia Jackson	Supplies	\$5,155.11	\$0.00
Lavonia Jackson	Services	\$32,437.09	\$3,428.94
Lavonia Jackson	Travel	\$21,963.96	\$5,554.73
Richard Monzon	Supplies	\$11,397.08	\$0.00
Richard Monzon	Services	\$3,608.00	\$0.00
Richard Monzon	Equipment	\$1,579.07	\$0.00
Johnathen Pope	Supplies	\$860.00	\$6,707.94
Johnathen Pope	Services	\$9,714.86	\$0.00
Johnathen Pope	Equipment	\$7,532.85	\$0.00
Herbert Thomas	Supplies	\$15,180.20	\$0.00
Herbert Thomas	Services	\$4,235.60	\$0.00
Herbert Thomas	Travel	\$2,196.35	\$480.00
Tracy Walraven	Supplies	\$13,076.17	\$0.00
Tracy Walraven	Services	\$10,734.00	\$1,659.97
Tracy Walraven	Equipment	\$178.98	\$0.00

Authorized User	Purchase for Expenditure	Total Purchases for FY19	Total Purchases for FY20
Alesia Wheeler-Moore	Supplies	\$371.32	\$0.00
Nergis Zafar-Qureshi	Supplies	\$1,231.40	\$0.00
Nergis Zafar-Qureshi	Services	\$11,417.30	\$0.00
Nergis Zafar-Qureshi	Equipment	\$4,242.63	\$0.00

10. Please list all capital projects in the financial plan for the agency or under the agency’s purview in FY19 and FY20, to date, and provide an update on each project, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

- a. An update on all capital projects begun, in progress, or concluded in FY18, FY19, and FY20, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
- b. An update on all capital projects planned for the four-year financial plan;
- c. A description of whether the capital projects begun, in progress, or concluded in FY18, FY19, and FY20, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact; and
- d. A description and the fund balance for each existing allotment in each capital project under the agency’s purview.

Please see Attachment D.

11. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY19 and FY20, to date. For each, include a description of the need and the amount of funding requested.

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 FY19 and FY20 agency budgets submitted as part of the Mayor’s budget submissions reflect those efforts.

12. Please list, in chronological order, each reprogramming in FY19 and FY20, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, or within the agency. Include known, anticipated reprogrammings, as well as the revised, final budget for your agency after the reprogrammings. For each reprogramming, list the date, amount, rationale, and reprogramming number.

DEPARTMENT OF FORENSIC SCIENCES (FR0)							
FY 2019 REPROGRAMMING LIST							
LOCAL							
2019	0100	11/6/2019	BJFRDQ12	Reallocation of year-end surplus	-\$14,905.07	-\$14,905.07	DFS/FEMS
FEDERAL GRANT							
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	REPROGRAMMING AMOUNT	BUDGET IMPACT	AGENCIES
2019	8200	11/17/2018	APDNA17F	Realign budget for DNA17F/17 to match approved grant award	\$104,942.37	\$0.00	DFS/DFS
INTRA-DISTRICT							
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	REPROGRAMMING AMOUNT	BUDGET IMPACT	AGENCIES
2019	0700	10/26/2018	APELC19C	Realign budget for ELC19N/19 project to approved MOU	\$257,582.00	\$0.00	DFS/DFS
2019	0700	10/26/2018	APPHEP19	Realign budget for PHEP19N/19 project to approved MOU	\$17,289.00	\$0.00	DFS/DFS
2019	0700	1/24/2019	APOVS192	Align budget for OVS19N/19 to match MOU	\$232,491.70	\$0.00	DFS/DFS
2019	0700	2/27/2019	APPFCCOR	Realign budget for PF19N/19 project to approved MOU	\$89,231.00	\$0.00	DFS/DFS
2019	0700	6/24/2019	APELC195	Align budget for ELC19N/19 project to revised MOU budget	\$160,082.00	\$0.00	DFS/DFS
2019	0700	8/8/2019	APOVSA02	Align budget for OVS19N/19 project to revised MOU budget	\$109,668.25	\$0.00	DFS/DFS

DEPARTMENT OF FORENSIC SCIENCES (FR0)						
FY 2020 BUDGET MODIFICATION LIST						
LOCAL						
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	BUDGET MODIFICATION AMOUNT	BUDGET IMPACT
2020	0100	N/A	N/A	N/A	N/A	N/A
FEDERAL GRANT						
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	BUDGET MODIFICATION AMOUNT	BUDGET IMPACT
2020	8200	1/1/2020	BFFR0107	Realign budget for DNA19F/19 to match approved grant award	\$214,051.99	\$214,051.99
2020	8200	12/26/2019	BHFR0126	Add budget to DNA18F/18 grant to match approved grant award carryover	\$18,152.62	\$18,152.62
INTRA-DISTRICT						
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	BUDGET MODIFICATION AMOUNT	BUDGET IMPACT
2020	0700	12/20/2019	BIFR0607	Realign budget for PHL20N/20 project to approved MOU	\$372,600.00	\$372,600.00
2020	0700	12/10/2018	BIFR0608	Realign budget for HPPE20/20 project to approved MOU	\$101,000.00	\$101,000.00
2020	0700	12/20/2019	BHFR0606	Align budget for PCP19N/19 to match MOU	\$51,535.09	\$51,535.09

In FY20 to date, DFS did not have reprogrammings.

13. Please list each grant or sub-grant received by your agency in FY19 and FY20, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

- a. **How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?**

Please see Attachment E.

14. **Please list each grant or sub-grant granted by your agency in FY19 and FY20, to date. List the date, amount, source, and purpose of the grant or sub-grant granted.**

There are not any grants or sub-grant granted by DFS for FY19 and FY20, to date.

15. **Please list each contract, procurement, and lease, entered into or extended and option years exercised by your agency during FY19 and FY20, to date. For each contract, procurement, or lease, please provide the following information, where applicable:**

- a. **The name of the party;**
- b. **The nature of the contract, procurement, or lease, including the end product or service;**
- c. **The dollar amount of the contract, procurement, or lease, including amount budgeted and amount actually spent;**
- d. **The term of the contract, procurement, or lease;**
- e. **Whether it was competitively bid;**
- f. **The name of the agency's contract monitor(s) and the results of any monitoring activity; and**
- g. **The funding source.**

Please see Attachment F.

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

There are not any lawsuits currently pending against the Department of Forensic Sciences.

17. **Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, to date, and provide the parties' names, the date the settlement was entered into, the amount of the settlement, and if related to litigation, the case name, docket number, 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,**



excessive use of force, etc.).

The Department of Forensic Sciences did not enter into any settlement agreements in FY19 or FY20 to date.

18. Did the agency use outside counsel in FY19 and FY20, to date? If so, for what matter(s) and in what amount(s)?

DFS did not use outside counsel in FY19 or FY20 to date. OAG provided representation in our single lawsuit, Cassandra Forrester v. District of Columbia, Case No. 2018 CA 003439. That case was voluntarily dismissed with prejudice by the plaintiff.

19. Please list the administrative complaints or grievances that the agency received in FY19 and FY20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY19 or FY20, to date, describe the resolution.

Please see Attachment G.

20. Please describe the agency's procedures for investigating allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees. List and describe any allegations relating to the agency or its employees in FY19 and FY20, to date, and whether and how those allegations were resolved (e.g. a specific disciplinary action, such as re-training, employee transfer, suspension, or termination).

The Department of Forensic Sciences implemented the sexual harassment procedures prescribed by the Mayor's Office of Legal Counsel. DFS has not received any complaints or allegations of sexual harassment or other forms of sexual misconduct in FY19 or FY20, to date.

a. Please also identify whether the agency became aware of any similar matters in FY19 or FY20, to date, through means other than an allegation, and if so, how the matter was resolved (e.g. sexual harassment was reported to the agency, but not by the victim).

The Department of Forensic Sciences has not received any complaints or allegations of sexual harassment or other forms of sexual misconduct in FY19 or FY20, to date.

21. Please provide the Committee with a list of the total workers' compensation payments

paid by the agency or on the agency’s behalf in FY19 and FY20, to date, including the number of employees who received workers’ compensation payments, in what amounts, and for what reasons.

DFS does not have any employees on workers compensation in FY19 and FY20, to date.

22. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY19 and FY20, to date.

FY2019		
Entity	Description	Status
Federal Bureau of Investigations (FBI) Quality Assurance Standards	The FBU underwent an on-site FBI Quality Assurance Standards Audit August 14th-16th, 2019. The audit was performed by our accrediting body, ANAB. There were no findings observed during the audit, making this the fourth consecutive year the FBU was externally audited with no findings of non-conformity.	ANAB QAS Audit; Completed, August 14th-16th, 2019. Final completion letter (from the FBI) dated October 3rd, 2019.
ANSI-ASQ National Accreditation Board (ANAB) /ISO/IEC 17025:2005 Standard	From August 15 th - 16 th 2019, ANAB auditors performed an on-site scope extension inspection of the Latent Fingerprint Unit (LFU) for “Friction Ridge discipline Evidence Enhancement component” against ISO17025 international accreditation standards. There were no findings of non-conformity.	Official notification of Latent Finger Print Unit (LFU) extension of scope of accreditation for “Friction Ridge discipline Evidence Enhancement component” was received from ANAB on September 25 th , 2019
ANSI Accreditation Board (ANAB) /ISO/IEC 17025:2017 Standard	From September 1 st – 12 th 2019, ANAB auditors performed off- site surveillance of; Digital Evidence Unit (DEU), Forensic Biology Unit (FBU), Latent Fingerprint Unit (LFU), Forensic Chemistry Unit (FCU) and Firearms Examination Unit (FEU) against the ISO 17025 international	Official notification of continuation of accreditation certification for DEU, FBU, LFU, FEU and FCU was received from the ANAB on September 24 th , 2019.



FY2019		
Entity	Description	Status
	accreditation standards. There was one (1) non-conformity finding that was corrected through DFS' Corrective Action Response Process.	<i>Note: On October 8, 2019, a revised scope of extension in the field of Forensic Science Testing in Friction Ridge discipline and accreditation certificate was sent.</i>
DFS Risk Management	Five incidents (two injuries and three property incidents)	Two incidents resulted in Workman's Comp Reported Issues. Three incidents were reported to Tort Liability
Department of Forensic Sciences	Monthly Reporting to Office of Human Rights (OHR)	Beginning October 1, 2018, filing monthly EEO reports online for OHR
Department of Forensic Sciences	Monthly Reporting to Mayor's office of Legal Counsel (MOLC)	Beginning October 1, 2018, filing monthly reports via email to the MOLC
Department of Forensic Sciences	Annual Freedom of Information Act	Submitted FY18 FOIA Report to MOLC on 1-3-2019

FY2020		
Entity	Description	Status
Federal Bureau of Investigations, United States Attorney's Office	Unclear as no details have been provided by the USAO	USAO has advised that in the coming days they will close and make no criminal charges

23. Please describe any spending pressures the agency experienced in FY19 and any



anticipated spending pressures for the remainder of FY20. Include a description of the pressure and the estimated amount. If the spending pressure was in FY19, describe how it was resolved, and if the spending pressure is in FY20, describe any proposed solutions.

Unexpectedly on May 27, 2019, DFS learned that \$155,975.00 was cut from our FY19 budget. This reduction was made due to the FY19 Supplemental Budget Act. This created programmatic impacts that did not allow DFS to manage according to the spend plan. DFS will work with the Mayor’s Office of Budget and Performance to address any spending pressures that may arise during FY20.

24. Please provide a copy of the agency’s FY19 performance plan. Please explain which performance plan objectives were completed in FY19, and whether they were completed on time and within budget. If they were not, please provide an explanation.

Please see Attachment H.

25. Please provide a copy of your agency’s FY20 performance plan as submitted to the Office of the City Administrator.

Please see Attachment I.

26. Please describe any regulations promulgated by the agency in FY19 or FY20, to date, and the status of each.

The Department of Forensic Sciences promulgated regulations at 28 DCMR § 4002, outlining DFS’ Complaint Process and 28 DCMR § 4003, outlining the responsibilities of the Science Advisory Board and establishes the reporting requirements and complaint process for the Department of Forensic Sciences.

27. Please provide the number of FOIA requests for FY19 and FY20, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

FY 2019	
FOIA Requests	15
Granted	5
Partially Granted	4
Denied	1
Other Disposition	4
Pending (on September 30, 2019)	1



Median Response Time (in business days)	10.5
FTEs Processing Requests	2
Estimated Hours Responding	approximately 90
Cost of Compliance	\$3,027.07

FY 2020	
FOIA Requests	6
Pending (on January 15, 2020)	2

28. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY19 and FY20, 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.

Diversity and Inclusion

Reyarp Strategies Group, (RSG), a Maryland based company with experience in leadership development, diversity & inclusion training, project management, soft skills and executive coaching, was procured by the DC Department of Forensic Sciences (DFS) to assess, address, and administer a robust “Diversity and Inclusion” (D&I) Project for DFS. The D&I Project is a multi-phase program established to build upon the successes of the agency’s diverse workforce and build an inclusionary cultural climate to ensure that all levels of DFS employees have access to the tools and supports they need to succeed. Diversity often focuses on the differences and is referred to as “the mix” whereas inclusion “makes the mix work” by the deliberate act of valuing diversity and creating an environment where all different kinds of people can thrive and succeed. Over 197 employees within all levels of DFS were interviewed from the executive team, unit managers, squad supervisors and staff. RSG conducted an analysis and a final assessment report in the form of a PowerPoint was delivered on 9/30/2019 and provided to staff on 11/22/2019. The next step in the multi-phase initiative will identify and implement tools to enhance, improve, and develop skills such as team building, vicarious trauma counseling, a stronger communications pipeline, conflict resolution, and provide the next level assessment, training and professional development as needed for staff support.

Forensic Biology Unit:

In collaboration with Verogen, the Department of Forensic Sciences, Forensic Biology Unit participated in a groundbreaking validation of Next Generation Sequencing for forensic casework applications which was featured in a scientific abstract at the 28th Congress of the International Society for Forensic Genetics. The abstract was titled “Establishing STR & Identity SNP analysis thresholds for reliable interpretation & practical implementation of MPS gDNA casework” and will be published in the Forensic Science International: Genetics Supplement Series.

Firearms Examination Unit:



The study explores the effects of variables within the submersion DNA extraction process (dunking) on cartridge cases to determine what consequences the method presents for the firearms community, and whether limitations should be placed on how the procedure is carried out. The article has been published in the Association of Firearms and Toolmark Examiners (AFTE).

Latent Fingerprints Unit (LFU):

The Latent Fingerprint Unit had 2 studies published during this timeframe. The first was “The Recognition of Latent Impressions for the Recording of Corresponding Exemplar Detail” published by the Chesapeake Bay Division of the International Association for Identification. This study focused on the overall shapes and characteristics found in developed latent impressions, and how these overall characteristics can assist analysts and investigators in obtaining the corresponding areas of friction ridge detail in known prints, in order to increase the yield of definitive conclusions during the examination process. The second study was performed with an intern from Trinity University, where 2 types of gloves, latex and nitrile, were processed with different sequential processing methods, in order to determine any benefits or limitations based on the type of glove. This study was published in the winter 2019 issue of Evidence Technology Magazine.

Public Health Laboratory

The PHL did not contract for any studies, research papers, reports, and analyses in FY19. There were studies conducted in conjunction with an agreement with George Washington University Milken Institute School of Public Health where Masters Students complete their Field Laboratory Experience with the PHL division. In FY19, one student participated in a study that is ongoing and will be completed in FY20. The study is a comparison of six (6) Measles IgM tests to evaluate the most accurate test for the serological detection of Measles infection.

- 29. Please list in descending order the top 25 overtime earners in your agency in FY19 and FY20, 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 describe the process the agency uses to determine which employees are granted overtime.**

Please see Attachment J.

DFS have demonstrated continuous efforts to improve the efficiency and effectiveness of Overtime management by regularly assess personnel needs and conduct planning, strengthen internal controls of two-way reconciliation process of overtime hours. A system report containing overtime request are sent to managers biweekly to assist in approving hours entered into PeopleSoft. Following this process, the management analyst team audits the overtime hours paid against the pre-approved hours. This ensures compliance and accountability of both



employees and managers. For these reasons, DFS maintains an overtime budget. Note that DFS has reduced local overtime expenditures each year since 2018, with a 24% reduction in FY2018 from FY2017, and a 25% reduction in FY2019 from FY2018.

30. For FY19 and FY20, 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.

No employee employed by DFS received a bonus or special pay in FY19 to FY20, to date.

31. For FY19 and FY20, to date, please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

Two former employees were separated in FY19 and FY20 to date. Employee names were withheld due to confidentiality.

- Employee one received three weeks of separation pay for a total of \$10,394.88 in FY19. This was an MSS separation.
- Employee two received five weeks of separation pay for a total of \$9,285.20 in FY20. This was mutually agreed separation.

32. Please provide the name of each employee who was or is on administrative leave in FY19 and FY20, to date. In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status.

Please see Attachment K.

Based on guidance by DCHR we are providing the information requested, but put numeric identifiers in lieu of names. In each case these individuals were on paid Administrative leave to fulfill a training requirement, as approved by the agency.

33. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

Please see Attachment N.

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.
- 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. Currently, we are at an impasse with BAGE R3-09 and do not have an anticipated completion date.
- CBA between DC and SEIU (Effective September 2017): Applies to the Public Health Laboratory’s professional employees, such as chemists.
- Compensation CBA between DC and Compensation Units 1 and 2 (Effective October 1, 2017-September 30, 2021): Applies to AFGE and NAGE Union Employees.

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.

34. If there are any boards, commissions, or task forces associated with your agency, please provide a chart listing the names, number of years served, agency affiliation, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board, commission, or task force meeting in FY19 or FY20, to date, if minutes were prepared. Please inform the Committee if the board, commission, or task force did not convene during any month.

Science Advisory Board – FY19/FY20 To Date				
Name	Confirmation Date	Term	Ward of Residence	Meeting Attendance (5 Total)
Marla E. Carroll	06/29/2019	04/18/2022	Florida Resident	2
John Paul Jones II	11/04/2017	04/18/2022	Virginia Resident	4
Jeanne A. Jordan	06/29/2019	04/18/2022	Ward 2	5
Peter M. Marone	06/22/2013	04/18/2022	South Carolina Resident	5
LaKeisha M. McClary	Council Confirmation Pending	04/18/2022	Ward 7	0
Science Advisory Board – FY19/FY20 To Date				

Name	Confirmation Date	Term	Ward of Residence	Meeting Attendance (5 Total)
Danielle O’Neill	06/29/2019	04/18/2022	Maryland Resident	4
Michael A. Pentella	12/02/2017	04/18/2022	Iowa Resident	5
Henry Swofford	Appointment Pending	Not Defined	Virginia Resident	0
Robert M. Thompson	01/08/2019	04/18/2021	Virginia Resident	4

Please also see Attachment L for agenda and minutes of each board.

35. 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.).

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 FY18 and is in the production phase for FY19. 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 DFS, including the time it took for each kit to be processed.” Pursuant to DC Code 4-561.02, 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 294 sexual assault kits in FY19. The average turnaround time for testing was 73 days as of January 15, 2020.

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

Please see Attachment M.

37. Please describe any initiatives that the agency implemented in FY19 or FY20, 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.

DFS Overtime Module (Sharepoint)



In FY19, DFS introduced a new Sharepoint pre-authorization site by working closely with OCTO. The goal was to enhance the end user experience and facilitate the submission and approval process for employees throughout the agency. The new site officially went live on April 14, 2019 accompanied by a mandatory staff training to discuss the new updates and address previous barriers to using the Sharepoint Over-time site. In FY20, DFS implemented a two-way reconciliation process of overtime hours as one of several control mechanisms. A system report containing overtime requests are sent to managers biweekly to assist in approving hours entered into PeopleSoft. Following this process, the management analyst team conduct quarterly audits of the overtime hours paid against the pre-approved hours. This ensures compliance and accountability of both employees and managers.

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.

Culture, Diversity and Inclusion

In the last quarter of FY19, DFS engaged a Dr. Zina Pierre to help DFS design a new cultural and diversity initiative for FY20. In FY19, 197 employees at all levels of DFS were interviewed. In FY20, Dr. Pierre will identify and implement tools to enhance, improve, and develop skills such as: team building, vicarious trauma counseling, a stronger communications pipeline, conflict resolution, and middle management development.

Intensified Outreach and Engagement:

- **Men in S.T.E.M.**

In FY19, DFS designed Men in S.T.E.M. (Science, Technology, Engineering, and Math), a mentorship program and intervention focusing on sublimation through group and peer to peer mentoring for young men in the District who are considered at risk. The program, led by several African American male leaders in the agency. The program introduces young men to the various fields in science, from forensic chemistry



and biology, to work in digital evidence and firearms. Men in S.T.E.M. offered mentoring to more than 80 court-adjudicated youth.

- **National Forensic Science Week**

DFS hosted its fourth annual celebration National Forensic Science Week (NFSW) in FY19. The purpose of NFSW is to recognize the important role that proper forensic science plays in the investigation of crimes throughout the nation, from exonerating the innocent to identifying the guilty. This year, the nationally recognized observance of NFSW is September 16 – 20, 2019 and DFS NFSW Committee hosted two (2) major events a Kick-Off Event and a Community Outreach Event.

- **Gun Violence Awareness Rally**

DFS partnered with Peace Rally DC, The Ayana J. McAllister Foundation, the Metropolitan Police Department, and WPGC-FM to host the 4th Annual Peace Rally DC in FY19. Participants marched from KIPP DC- 4801 Benning Road, SE to Boys and Girls Club-4103 Benning Road, NE. Rally activities included: conflict resolution, a boxing demonstration, advocacy workshops by the Educational Fund to Stop Gun Violence, and music performances. A committee of more than 20 individuals from each DFS unit collaborated from March to June to create and execute Gun Violence Awareness Rally. This event was covered by Channel 4 news and picked up in other agencies newsletters.

- **Beat the Streets**

Beat the Streets is a community outreach program led by the Metropolitan Police Department (MPD) and serves as a traveling Community Festival. Beat the Streets is held in the summer over a six-week period. The program is designed to show members of the community a more positive side to the police department. DFS works in partnership with MPD, local social service agencies and community vendors. In a three-to five-hour block of time, community members of all ages enjoy musical performances, as well as a street festival-like environment with local vendors and literature distributed by local social service agencies. DFS provides information on the forensic science agency, including providing fingerprinting for children, giveaways, and information on potential internship opportunities.

38. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY20. How did the agency address its top priorities listed for this question last year?

FY20 Five Priorities:

1. **Develop Firearms Curriculum in Partnership with a local District of Columbia university.**

DFS will develop a forensic firearms minor degree curriculum in partnership with Trinity University in Washington DC. 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. Currently there is a significant shortage of qualified firearms examiners in the United States of American. This shortage impacts the ability of DFS to find qualified personnel to fill critical positions within the Firearms Examination Unit. Establishment of this program with a local university will build a reliable and continuous source of future firearms examiners who likely reside within the District of Columbia.

2. Improve capacity to respond to biological and chemical terrorism and other emerging infectious disease threats.

In FY20, the Public Health Laboratory (PHL) will improve its capacity to be prepared for potential bioterrorism and chemical terrorism events, in addition to emerging or re-emerging highly infectious diseases such as Ebola, measles, and avian influenza. With the District being such an international travel and transit center, improving this capability and capacity is key to ensuring that all residents and visitors to Washington, DC are kept safe. Currently the PHL has no staff specifically dedicated to bioterrorism preparedness and response efforts.

3. Implementation of the Next Generation Sequencing (NGS) in casework.

The Forensic Biology Unit (FBU) recently completed the validation of Next Generation Sequencing (NGS) for the identification of Missing Persons. The FBU will implement NGS in casework in an effort to improve the agency's DNA testing capabilities. This will include fully qualifying the analysts for casework. The analysts will complete the NGS training program to include competency testing and participate in QAS required proficiency testing.

4. Implementation of testing for drugs of abuse.

PHL will implement testing for drugs of abuse to support the Department of Behavioral Health's (DBH) need for better diagnostics. This testing will provide the opportunity to offer more accurate and detailed information for the DBH clinics so that better assessments and clinical monitoring can be conducted for their client base. Additionally, drug surveillance trends will be provided to both DBH and the Department of Health (DC Health) that will allow for better intervention programs to be conducted. This will require for DFS to have the ability to bill the Centers for Medicare and Medicaid Services (CMS) for these tests.

5. Validate the Evofinder as a virtual comparison microscope for firearms examinations.

In FY20, the Firearms Examination Unit (FEU) will validate the Evofinder Automated Ballistic Identification system to use as a virtual comparison microscope in casework. This system is a scanning device that generates 3 dimensional images of bullets and cartridge

cases which examiners use for comparison purposes. This makes comparisons easier compared to the traditional method of using a comparison microscope with a 2 dimensional view. By the end of the FY20, all qualified firearms examiners will be able to use the instrument in firearms related cases such as homicides. These test methods will provide valuable information and assist in criminal investigations and court proceedings.

FY19 Five Priorities Update:

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

The Forensic Chemistry Unit (FCU) has established a controlled substance and opioid surveillance program for the District and are currently performing testing. They are fully staffed and have purchased new equipment to improve case and workflow management such that turn-around times have been significantly reduced. All data are reported into the laboratory information management system (LIMS), which allows for a real-time view of the metrics through DFS' dashboard. Additionally, a statistician was hired to develop and create visual reports that highlight the trends of current Opioid use, and emerging drugs in the District. These monthly reports are shared with stakeholders at monthly meetings and via email so that multiple agencies are aware of the current drug use trends in the District. As of Q4, 100% of all seized Heroin is being tested by the FCU and reports are sent back to MPD with monthly aggregate results. In FY19, PHL was able to identify and describe 11 new opioids and 19 previously unrecognized synthetic cannabinoids that were confiscated by MPD

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

PHL received funding for the Gonococcal Isolate Surveillance Program (GISP) from the CDC Epidemiological Laboratory Capacity grant. After receiving the grant, PHL began testing for gonorrhea from the DC Health and Wellness Center. To aid in this effort, PHL and DC Health HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA) began monthly meetings to review laboratory data related to the GISP study. This has improved communication between the two groups, in addition to ensuring that the clinicians understand the data provided by the laboratory. In addition another community based clinic for the GISP project is scheduled to begin in the coming months. PHL also began a pilot project for testing Chlamydia and Gonorrhea (CT-GC) using a molecular test with improved sensitivity to match what is being offered by private contract laboratories. Verification and implementation of these tests using Aptima Combo 2 assay were completed in the beginning of Q4. In addition to CT-GC testing, PHL is looking to add functionality to run molecular testing of laboratory developed tests including gonorrhea

susceptibility testing in the future. Once all instruments and methods have been fully validated, this clinic will be submitting additional samples for CT-GC testing to broaden the scope of gonorrhea surveillance amongst men in the District. Sample collection and submission training was completed in September 30, 2019.

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

DFS has established a new partnership with Trinity University in Washington DC and has incorporated some material into an existing forensic science program. DFS has not received any communication with respect to the UDC minor degree program application. This initiative continues in FY20.

4. Strengthening capabilities in Forensic Science Laboratory (FSL).

Forensic Science Laboratory has 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) has evaluated and explored all workflow applications for the Leeds Evofinder Automated Ballistic Identification System in FY19. FEU received training and qualified all firearms examiners to use the 3D Evo-Finder system. In addition, FEU members had the opportunity to research and evaluate how several key outside laboratories validated their 3D metrology systems.
- *Implementation of Mideo LatentWorks*
The Latent Fingerprint Unit (LFU) evidence processing team is fully using production Mideo for overall and examination quality images. For LFU examinations – Mideo competency tests were issued and all analysts passed them. All independent case-working latent analysts are using Mideo in casework so implementation of Mideo in LFU is complete. The Mideo Standard Operating Procedure (SOP) has been finalized, approved, and published in Qualtrax (DFS Policy Management System). FTU has installed high-performance computers for LFU examiners to run Mideo alongside of vital applications such as LIMS and Photoshop. Final customer notification of Mideo implementation was made and a demo/presentation was done at DFS’ Stakeholder meeting. Another presentation was also done separately with the United States Attorney’s Office (USAO) and Public Defender Service for the District of Columbia (PDS).

5. Expanding capabilities in Forensic Science Laboratory.

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

- *Establish NGS Capabilities for Missing Persons Identification and Casework*
The Forensic Biology Unit (FBU) has established Next Generation Sequencing (NGS) using a commercially available platform for use in the identification of Missing Persons



and selected casework. In FY19, the NGS validation analysts began working their mock casework sets. The data generated from the mock casework sets will aid with implementation as it is to be used to establish laboratory SOPs and technical worksheets to document the casework data. The Analysts conducted weekly conference calls with the vendor to discuss the results, the format in which the results are displayed, and the impact on laboratory procedures. The following validation studies and milestones were completed in FY19: Lab Training (Part 1 & 2), Competency Testing (Lab), wrote and reviewed 1st validation report (which included three (3) sub-validation studies of the 231 DNA locations), wrote and reviewed 2nd validation report (which included four (4) additional sub-validation studies of the 231 DNA locations), drafted SOPs and worksheets, Quality Metrics Study, and Mixture Study.

- *Crash Data Recovery Technology*

The Digital Evidence Unit (DEU) has crash data capability to add navigation, telematics, and infotainment data that can be pulled off a vehicle, such as the speed during impact, deployment of seatbelts, and navigation, in addition to the existing capabilities of infotainment and telematics information. This has expanded DEU's Capabilities for vehicle forensics.

39. Please list each new program implemented by the agency during FY19 and FY20, 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.**

Cyber Operations Section

DFS has created a Cyber Operations Section which combines the forensic digital evidence and forensic technology activities under one manager, which will be under the Office of the Senior Deputy Director. The mission of this new section is to provide DFS state-of-the-art support to combat cybercrime, along with technological support for forensic services, and help provide the District of Columbia with cyber resources in the fight against cybercrimes.

Crime Gun Intelligence Center (CGIC) 7th District (Ward 8) initiative will broaden in scope to include the 6th District (Ward 7)

The FY19 Crime Gun Intelligence Center (CGIC) 7th District (Ward 8) initiative will broaden in scope to include the 6th District (Ward 7). The Firearms Examination Unit (FEU) will prioritize all fired cartridge cases collected and will upload the items into the National Integrated Ballistic Information Network (NIBIN). Searches are conducted with the NIBIN to provide possible leads in firearms related shooting in investigations in the District, including ghost guns that are recovered and processed by DFS. The database also contains information of unsolved cases involving firearms. The Department of Forensic Sciences



(DFS) will work with Metropolitan Police Department (MPD) to collect all fired cartridge cases to ensure the timely submission of all firearm related evidence.

Evidence Processing Unit

In 2018, the CSS “Chem Lab” capability was transferred to the FSL’s Latent Fingerprint Unit (LFU) and renamed “Evidence Processing” to better describe the activity involving latent print processing, swabbing, and photographing evidence submitted to DFS from crime scenes. FY19 was the first year LFU was fully responsible for this activity. This transition ensured that dedicated staff regularly process critical evidence and work more efficiently with the other FSL units to test latent prints, DNA swabs and firearms. LFU dedicated time this year to transitioning CSS Chem Lab requests in LIMS to LFU Evidence Processing requests so all KPIs and workload measures on the Dashboard fall under LFU. Additionally, all evidence processing SOPs were reviewed and updated to reflect new technology and procedures. Finally, during the Forensic Science Laboratory’s 2019 ISO/IEC 17025 assessment, LFU successfully gained accreditation for evidence processing resulting in expansion of DFS’ accredited scope of testing capabilities.

40. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY19 and FY20, to date.

DFS has set effective core measurements to assess and achieve programmatic success and agency goals. In FY19, it has introduced additional Key Performance Indicators (KPIs) to measure efficiency in Crime Scene Sciences Division evidence handling and transferring to the MPD’s Evidence Control Branch (ECB). The Legal team put in place core turnaround times to assess FOIA response processing. DFS also uses quantifiable metrics to track progress in overtime usage and spending. The Forensic Science Laboratory Division set KPIs and targets to ensure timely NIBIN entries and digital evidence processing. The Public Health Laboratory Division also set core measures for analysis and reporting of biological and chemical terrorism priority cases, Forensic Chemistry Unit cases as well as rabies and Bioterrorism (BT) proficiency tests processing.

41. What are the top metrics and KPIs 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	Percentage of requested homicide cases completed within 60 days from the date the analyst was assigned the case.	90%
Key Performance Indicator	Percentage of high priority Biological Terrorism and Chemical Terrorism samples analyzed within 24 hours.	90%

Metrics	Description	Target
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%

42. Please identify whether, and if so, in what way, the agency engaged The Lab @ DC in FY19 or FY20, to date.

DFS did not engage with The Lab @ DC in FY19 or FY20, to date.

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

- Criminal Justice Coordinating Council Principals (CJCC)
- DC Opioid Working Group
- DFS Stakeholder Council
- Forensic Genealogy Working Group
- GunStat, Metropolitan Police Department
- Law Enforcement Task Force - United States Attorneys' Office-DC
- New York State Commission on Forensic Science DNA Subcommittee
- Next Generation Sequencing Working Group
- The Mid-Atlantic Consortium (MAC)
- Scientific Working Group on DNA Analysis Methods (SWGDM)
- Statewide Interoperability Executive Council (SIEC), HSEMA
- Forensic Laboratory Needs - Technology Working Group (FLN-TWG) of the DOJ's National Institute of Justice (NIJ)

44. Please explain the impact on your agency of any legislation passed at the federal level during FY19 and FY20, to date, which significantly affected agency operations.



The Debbie Smith Act, which first passed in 2004, created the Debbie Smith DNA Backlog Grant Program, which provides funding to support public crime laboratories’ work to build capacity and process DNA evidence, including evidence collected in rape kits. The funding from the legislation provides much-needed resources to state and local law enforcement agencies to conduct forensic analysis of DNA evidence collected from crime scenes, including untested rape kits. Through previous funding, this grant has assisted the Department of Forensic Sciences in funding the DNA program, to include FTEs and the reduction of DFS’ backlog. The Debbie Smith Act has increased the use of DNA and has led to more than 192,000 DNA matches in CODIS (the FBI’s DNA database system). The Debbie Smith Reauthorization Act of 2019 (H.R. 777) was signed into law by President Trump.

45. Please describe any steps the agency took in FY19 and FY20, to date, to improve the transparency of agency operations, including, including any website upgrades or major revisions.

In FY19, the new DFS Office of Communications has partnered with OCTO to provide timely updates to the agency’s website including news items, Public Health Laboratory forms, and the arrangement of tabs to place greater emphasis on information about the agency. In addition, the Office of Communications is working with OCTO to update the home page with a new template. DFS will be working in FY20 to move from the one-paned carousel, to the three-paned carousel that will feature the agency’s three divisions: Crime Scene Services Unit, the Forensic Science Laboratory, and the Public Health Laboratory. Lastly, in FY19, DFS improved its transparency by increasing its outreach efforts by hosting several events on the mission and vision of the agency. These events allowed public engagement and DFS’ responsibility to its stakeholders, District citizens.

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

- a. a detailed description of the information tracked within each system;**
- b. the age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and**
- c. whether the public can be granted access to all or part of each system.**

System Name	Description	Public Access?
JusticeTrax Laboratory Information Management System (LIMS)	Is used by the Department of Forensic Sciences (DFS) to track evidence, samples, and case management along with the chain of custody. The LIMS contains final results of testing and, if	NO

System Name	Description	Public Access?
	required, information gathered from CODIS, NIBIN, and AFIS are included.	
StacsDNA System	Database which tracks DNA samples for use in casework operations	NO
Chemware/Horizon Laboratory Information Management System (LIMS)	Is used only by the Public Health Laboratory to track sample testing and report test results.	NO
Qualtrax Document Management System	Contains DFS policies, standard operation procedures (SOPs), and documents pertinent to the laboratory accreditation.	NO; SOPs are available on DFS' Website
Inflow Inventory Management System	Database used by the Operational Management Team to inventory supplies, medical equipment, Information Technology assets, and consumables.	NO
OSTicket Database	Used to manage service request for both operational needs and technology for DFS staff members internally to the Consolidated Forensic Laboratory.	NO

47. Please provide a detailed description of any new technology acquired in FY19 and FY20, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

New Technology – FY19	Cost	Significance
Mideo Latent Works	\$86,729.00	The implementation of Mideo Latent Works allowed for digital comparison for a more accurate analysis.
Dell Isilon Digital Storage	\$97,612.40	This is new, scalable storage for a rapidly expanding caseload.

New Technology – FY 20	Cost	Significance
Flashblade Storage	\$884,314.96	This is digital storage for the entire agency, featuring 10 times faster network speeds and expanding the storage to over 500TB.
Cellebrite Premium	\$40,740.01	This is a tool that unlocks locked iOS devices and Android-based mobile devices.
Dell Isilon Storage	\$177,906.00	This is expanded storage (455TB) for the Digital Evidence Unit, adding to the previously purchased storage.
Flashblade Storage	\$415,650.00	This is digital storage for the entire agency, expanding the storage to over 200TB.

Agency Operations

48. How many in-person training programs took place in FY19 and FY20, to date?

131 in person training programs took place from FY19 and FY20 to date.

- a. What training deficiencies, if any, did the agency identify during FY19 and FY20, to date?**

Agency-Wide

- Professional development – Employees expressed interest in having opportunities for professional development that could enhance their professional skills and their interpersonal skills.
- Ethics Training – ISO 17025 have added additional requirements for training in the application of ethical practices in forensic science.
- Assessor training – DFS is certified by several accrediting bodies. There is a need to have more employees as trained assessors to assist with internal audits and be used for external audits.
- Root cause analysis training - Root cause analysis helps the department learn from adverse events and develop resilient systems by building a collaborative problem-solving culture.
- When new systems are brought on board or current systems are updated, there is a need for formal training on the system or updates.
- Provide more training on LIMS for users.



Public Health Laboratory

- College of American Pathologists (CAP) – PHL will be undergoing a transition from CLIA certification to CAP accreditation. Employees will need to be trained on the new guidelines.

Crime Scene Sciences

- Crime Scene Sciences has determined a need to provide prerequisite training hours to employees to maintain IAI certification.

Forensic Science Laboratory

- Basic to advanced training for trainees in FSL – trainees that are currently in the Firearms Examination Unit.

49. Please describe the members' attendance and the major work of the Science Advisory Board in FY19 and FY20, to date.

In FY19, and FY20 to date, The Science Advisory Board (SAB) completed a substantial amount of work in FY19 and FY20, to date. This included:

- Receiving regular updates from DFS such as allegations and issues made against DFS and/or its staff, such as the Daubert hearing and its ruling concerning the admissibility of expert testimony.
- Conducted an independent review and made commendations of the Standard Operating Procedures (SOP), Quality Control Documentation and Training Manuals of the Forensic Chemistry Unit (FCU), Forensic Latent print Unit (LFU) and Forensic Biology Unit (FBU).
- Received regular briefings, demonstrations and consideration of the implementation of new equipment capabilities including Mideo Latent Case Management System to transform current procedures. The expansion of digital evidence examination to include Crash Data Recovery Technology allowing DEU to extract event data such as the speed during impact, deployment of seatbelts, and navigation, in addition to the existing capabilities of infotainment and telematics information.
- Receiving regular briefings and consideration of all DFS Operational Units, like the Surveillance Program for Synthetic Opioids, Synthetic Cannabinoids, Vape Testing or Clinical Drug Monitoring Program.
- Providing advice on proficiency tests, to the point where all Forensic Science Units completed two proficiency tests for the year.

Please refer to question 34 for members' attendance.

50. How did the agency strengthen communication and collaboration between stakeholder



agencies in FY19 and FY20, to date?

a. On how many occasions did the agency convene the Stakeholder Council in FY19 and FY20, to date? What were the major topics explored during the meetings?

During FY19 and FY20 to date, the Deputy Mayor for Public Safety and Justice, who chairs the Stakeholder Council meetings, convened three Stakeholder Council meetings on: December 10, 2018, June 26, 2019, and December 16, 2019. Major topics explored during the Council meetings included:

Meeting Date	Topics
December 16, 2019	<ul style="list-style-type: none"> • Updates on Organizational realignment • SAVRAA 2.0 changes for DFS • Updates on DFS division programs and accomplishments
June 26, 2019	<ul style="list-style-type: none"> • SAB update on their work review of Forensic Chemistry Unit’s (FCU) documentation • Updates on DFS division programs • Presentation of new Mideo tool
December 10, 2018	Updates on FCU and Digital Evidence Unit Accreditation Science Advisory Board Critical Business Updates on divisions and workload measures

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 the Metropolitan Police Department (MPD), the Office of the Attorney General (OAG) and the United States Attorney’s Office (USAO), to ensure they are kept abreast of any changes and to continually teach new and seasoned investigators and attorneys about FSL’s capabilities. DFS conducts weekly meetings with MPD to prioritize cases and develop testing plans.

The Forensic Science Laboratory (FSL) and Crime Scene Sciences Division (CSSD) meet on a biweekly basis with MPD, OAG, and USAO to discuss high priority and upcoming cases and the status of evidence testing. The Public Health Laboratory (PHL) also has a biweekly conference call with DC Health to discuss cases being tested, potential outbreaks and status updates.



DFS/OCME collaborated with HSEMA in FY19 on improving the District's response to critical incidents. This would be performed through the Force Multiplier, by using DFS employees in critical roles, in reference to our response to critical incidents/mass fatalities.

- An example of this collaborative effort involved a tabletop exercise, which was used to demonstrate the District's capability to establish a unified and coordinated operational structure, and activate pertinent emergency operations centers/facilities in response to a school active threat incident.
- A practical exercise was conducted in conjunction with the FBI, OCME and DFS, in to demonstrate the District's ability to respond to a mass fatality shooting in a nightclub.

These exercises also centered on improving communication capabilities between local and federal agencies in regards to radio communications.

These agencies are proposing for FY19 and 20, the use of 5G capability technology, to include a law enforcement app through a larger, secure, dedicated bandwidth to communicate cellularly with local and federal law enforcement.

The DC Public Health Laboratory (PHL) continues to collaborate with the Office of the Chief Medical Examiner (OCME), and the Department of Health (DC Health) by responding to testing needs for both clinical diagnostic and surveillance requests. In FY19, PHL strengthened its communications with DC Health by hiring a laboratory-epidemiology coordinator, facilitating quarterly lab-epi meetings, bi-weekly disease specific meetings, and administering trainings and outreach to local hospitals.

In addition to the meetings with DC Health, DFS also participated in several highly infectious disease exercises with DC Health HEPRA, HSEMA, and local healthcare facilities in an effort to improve lines of communication in the event of an emergency or outbreak.

PHL supports DC Health Epidemiology by providing consultation and performing expedited emergency testing for outbreaks and/or high priority cases. Specific examples include same day testing of rabies samples of animals that had human exposure or measles specimens, and rapid diagnostic testing for OCME in cases of meningitis.

In addition, PHL continues to support investigations of multidrug resistant organisms (bacterial and fungal) in acute and long-term care facilities in DFS' jurisdiction in order to provide rapid intervention to prevent potential spread of these organisms. DFS has continued to collaborate with the Metropolitan Police Department (MPD), Department of Corrections (DOC), and the Office of the Attorney General (OAG), for opioid and illicit drug surveillance. PHL runs the forensic chemistry unit which assisted MPD, DOC, and

OAG by characterizing the submitted evidence into one of the specified illegal substance categories by using technical chemistry techniques. The chemists also serve as expert witnesses for OAG during trials.

In FY19, PHL was able to identify and describe 11 new opioids and 19 previously unrecognized synthetic cannabinoids that were confiscated by MPD. All of these results are shared with the stake holders at bi-weekly interagency meetings.

51. Please list all workload measures (last year says cases) from FY19 and FY20, to date, by unit, case type, and turn-around time, including sexual assault forensic examination kits. How many, if any, of each case type are “backlogged”? How many of each case were processed by an outside contractor?

FORENSIC BIOLOGY UNIT	FY19	FY20 Q1
Sexual Assault Kits*	---	---
Average Backlog*	0	0
Total Kits Received for Testing	294	70
Total Completed In-House	262	21
Total Pending In-House	1	48
Total Cancelled Requests	2	1
Average Turnaround Time (In Days) In-House*	73	73
Total Completed Outsourced	29	N/A
Average Turnaround Time (In Days) Outsourced	45	N/A
Non-Sexual Assault Kits**	---	---
Average Backlog**	110	207
Total Requests Received	1499	379
Total Completed In-house	676	65
Total Pending In-House	7	138
Total Cancelled Requests	63	12
Average Turnaround Time In House (in days)*	41	35
Total Completed Outsourced	732	6
Total Pending Outsourced	84	170
Average Turnaround Time Outsourced (in days)*	60	60
Assaults	145	35
Sexual Assault	103	25
Burglaries/Robberies/Carjackings	616	127

FORENSIC BIOLOGY UNIT	FY19	FY20 Q1
Homicide/Death Investigations	117	30
Other	518	162
* 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	FY19	FY20 Q1
Average Backlog	0	0
Average Turnaround Time (in days)	12.75	13
Total Completed Cases	2724	712
Assault/Sex Abuse	305	82
Burglary	467	101
Carjacking	108	31
Robbery	297	103
Homicide	249	66
Death Investigations/Fatality	223	89
Other	1075	240

LATENT FINGERPRINT UNIT - Evidence Processing	FY19	FY20 Q1
Average Backlog	15.5	*26
Average Turnaround Time (in days)	8.75	2
Total Completed Cases	2016	444
Assault/Sex Abuse	425	100
Burglary	62	8
Carjacking	54	7
Robbery	150	33
Homicide	154	34
Death Investigations/Fatality	29	6
Other	1142	256
(Note: *current cases that have not been processed after 12/26/19)		

LATENT FINGERPRINT UNIT - Evidence Processing	FY19	FY20 Q1
(Note: New Unit)		

FIREARMS EXAMINATIONS UNIT	FY19	FY20 Q1
Average Backlog	198.5	195
Average Turnaround Time (in days)	39.5	24
Total Completed Cases	848	901
Assault with Intent to Kill (AWIK)	47	14
Assault with Dangerous Weapon (ADW)	511	130
Assault with Intent to Rob (AWIR)	12	0
FIREARMS EXAMINATIONS UNIT	FY19	FY20 Q1
Assault on a Police Officer (APO)	21	4
Homicide	200	58
Robbery while Armed	25	3
Robbery*	32	3
Other	0	431

"Backlog: As of December 31, 2019. All unassigned FEU service requests.
Average Turnaround Time: Average TAT for Firearms Analysis cases.
Start date: evidence received by FEU
End date: report distributed.
Total Number of Cases Completed: Number of cases (AKA DFS #s) worked regardless of service request. The TOTAL is broken down by offense. The TOTAL represents unique DFS #s for which any FEU service was provided; whether that's just a test fire or NIBIN entry or a full Firearms Analysis.

DIGITAL EVIDENCE UNIT	FY19	FY20 Q1
Average Backlog	0	0
Average Turnaround Time (in	2.28	1.59
Total Completed Cases	1147**	399
Assault	192	67
Burglary	30	19
Carjacking	29	5
Robbery	97	35
Homicide	376	138
Death Investigations	24	4
Other	399	131

DIGITAL EVIDENCE UNIT	FY19	FY20 Q1
*3 cases were excluded from TAT due to equipment		

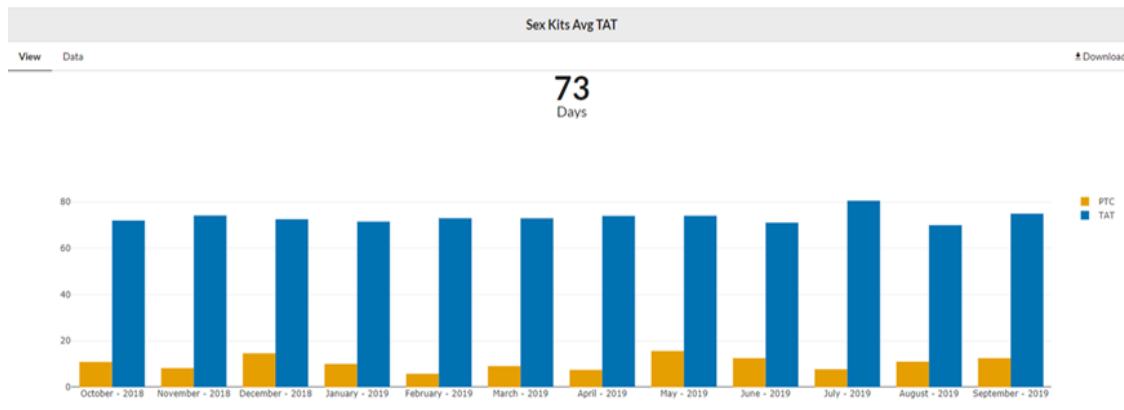
*FY20 Q1 is up to January 15, 2020.

52. In FY19 and FY20, 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.

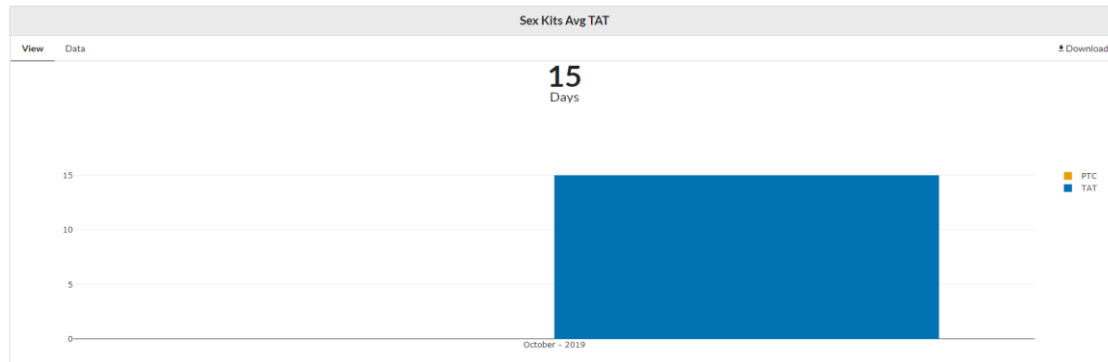
a. How many kits were processed within 90 days from the date of receipt in accordance with section 202(b)?

In FY19, DFS received 294 kits and tested all of them with an average turnaround time of 73 days with the exception of the four cases listed below due to permission to consume delays. In FY20 Q1 (as of Jan 15th) DFS has received 70 kits and is processing them on an average turnaround time of 73 days.



FY19 Kits Exceeding 90 day Turnaround as of 12/31/19		
DFS Testing Time	Permission To Consume Delay	Total Time
58 days	84 days	142 days
46 days	62 days	108 days
73 day	53 day	126 days

47 days	66 days	113 days
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b. Is the agency compliant with section 210’s reporting requirement?

Yes, the FY19 Annual Report has not yet been published, but the information will be included.

53. How many retired MPD members has the agency hired in the Crime Scene Sciences Division?

DFS has hired 21 retired MPD officers as of January 15, 2020, and four have exited the Department.

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

Latent Fingerprints Unit (LFU)

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.



For FY19, the ability of the Mideo system to interface with DFS' LIMS has greatly impacted our ability to incorporate and streamline the implementation of this new technology in LFU.

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

DFS discontinued the use of the Gun-Ops application system in FY2018, as the upgrades promised by the vendor did not address key required 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. DFS has no plans in the future to use the Gun-Ops application. However, the Firearms Examination Unit did track for duplicate serial numbers on firearms and Ghost Gun statistics and trends in FY2019. Duplicate serial numbers are tracked so that FEU can avoid test firing a firearm or entering a test fire cartridge case into the NIBIN system that has previously been received by the unit. This will avoid false positive examinations. Ghost Guns are defined as firearms created outside a licensed manufacturer that lack stamping such as serial numbers, make, model and caliber. This makes a ghost gun untraceable. Since 2017, the Firearms Examination Unit has tracked the number of ghost guns received, by caliber, make, model and type. FEU also monitors any ghost guns received for alterations, modifications, stamping patterns or part number mismatching.

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

DFS opted to move from a retention plan to establishing a more sustainable program over the long term. The Firearms Examination Unit (FEU) recently hired 4 additional examiner trainees to sustain current workload measures and key performance indicators over time. In addition, DFS has also established a partnership with Trinity University. Currently there is a significant shortage of qualified firearms examiners in the United States of America. This shortage impacts the ability of DFS to find qualified personnel to fill critical positions within the FEU. Establishment of this program with a local university will build a reliable and continuous source of future firearms examiners who likely reside within the District of Columbia.

a. Has the agency eliminated backlogs in the FEU?

The Department of Forensic Sciences Firearms Examination Unit has not eliminated the backlog. The backlog in FY2018 was over 1000 cases and the current backlog is 253 due to the collating of LIMS data. FEU had difficulty focusing on eliminating the backlog due to a 66% reduction of qualified examiners during FY19 due to leave, retirement or resignations. Four (4) additional full time employees (FTEs) have been granted to the FEU in FY19/FY20, which will help reduce the backlog over time.



57. Please talk about any improvements made to the Forensic Science Laboratory Division in FY19 and FY20, to date.

The Forensic Science Laboratory Division (FSL) performs analyses on physical evidence collected from scenes in criminal investigations. The Division consists of four (4) Operational Units: Forensic Biology Unit (FBU), Firearms Examination Unit (FEU), Latent Fingerprints Unit (LFU) and Digital Evidence Unit (DEU). The Forensic Intelligent Unit (FIU) plays a critical part in the FSL Operations, who receives, processes and tracks forensic requests for Services to ensure seamless transition, communication and reporting with customers and stakeholders. FIU received and processed a total of 4,194 requests from key stakeholder agencies, 268 more requests than the previous fiscal year.

FSL - The Operational Units of the FSL were subjected to several internal and external assessments throughout FY19. All four operational units maintained their accreditation status through the ANSI National Accreditation Board (ANAB) and the FBI Quality Assurance Standards for Forensic DNA Testing Laboratories. The LFU received a Scope Extension in Friction Ridge Enhancement ISO/IEC 17025:2017. The Science Advisory Board also conducted a scheduled review of the LFU without any major recommended adjustments.

LFU - The casework in the LFU has remained relatively stable in FY19. The United States Capitol Police (USCP) and the Department of Forensic Sciences, LFU entered into a Memorandum of Agreement for latent fingerprint casework in the Washington D.C Metropolitan Area. The LFU examined 30 USCP latent examination and evidence processing cases in FY19. A total of 1978 latent print items were examined on those 30 cases.

FEU - In FY19, the FEU conducted a review of the LIMS database and found numerous requests in LIMS that were unassigned and in progress. These requests were inaccurately affecting the FEU workload measures. The Unit developed a plan to conduct an in-depth analyses of the data and rectify unassigned data entries. The process was verified against existing cases. More than 700 requests were updated, which resulted in more accurate workload measures being reported.

With a 66% reduction in reporting scientists during FY19 due to leave and resignations the FEU managed to successfully meet their Key Performance Indicators.

FBU - In FY19, the FBU in collaboration with Verogen, began the validation of Next-Generation Sequencing (NGS) technology for forensic casework applications in an effort to improve the agency's DNA testing capabilities. Next Generation Sequencing includes Y chromosome DNA testing capabilities which is DNA testing that specifically targets DNA located on the male chromosome. This Y chromosome DNA varies among



unrelated individuals. This technology is very beneficial in sexual assault cases. Sexual assault cases primarily contain both female and male DNA. Depending on the sample, the female DNA can be present at significantly higher quantities compared to the male DNA. As a result, the female DNA can mask the male DNA making interpretation difficult. Masking does not occur with Y chromosome DNA testing as it is only present in males. This technology coupled with traditional DNA testing can provide powerful forensic intelligence.

DEU - Acquired the capability to unlock iPhones and Androids for FY20. This capability has allowed access to data previously unattainable. DEU received 482 iPhones, 322 were unlocked and 166 are being processed.

58. Please describe any updates that the agency has made to staffing, management, operations, and quality assurance in the Public Health Laboratory in FY19 and FY20, to date.

The Public Health Laboratory (PHL) went through a number of staffing and management changes in FY19 and FY20, to date. These started with the movement of the Health and Safety team being moved out of Agency Management and into the PHL. The PHL produces the most biohazard waste, performs health risk assessments, and relies on the medical surveillance program; all of which is coordinated by the Health and Safety team. In addition to this organizational move, the PHL hired a Microbiology Unit Chief, to oversee the Microbiology Unit and the Bioterrorism (BT) Program, a Quality Assurance Specialist, to oversee QA processes and preparations for accreditation audits, and a grant funded Laboratory Epidemiology Outreach Coordinator, to act as a liaison between DC Health, PHL and District hospitals.

Additionally, the PHL has brought in contractors to act as the BT and chemical terrorism (CT) coordinators. These are positions that are standard at other state public health laboratories, and generally funded by the PHEP cooperative agreement, to assist with the coordination of staff, inventory and test requests. The PHL received supplemental funds from a federal grant in FY19 that were used to bring on contractors to assist with bringing on new testing such as Measles, Mumps, Middle Eastern Respiratory Virus (MERS), toxic element screening and opioid testing.

Moreover, Dr. Kindra Stokes came to PHL as a post-doctoral fellow from the National Institute of Health and was able to participate in molecular diagnostic validations and whole genome sequencing projects. Finally, we are in talks with the Department of Homeland Security (DHS) to receive funding in the form of an MOU to take over the Biowatch staff. This MOU will grant DFS with enough funding to hire 9 full time employees to perform surveillance testing and manage this federally funded program. DHS offered this option to jurisdictions a few years ago, but not many of them accepted and instead went with using contractors. DFS feels that



converting contractors into FTEs increase stability, inclusion, and staff morale. Additionally, it also provides more quality control over the methods and testing being performed in the laboratory.

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

DFS performed testing for the mosquito surveillance program in FY19 in collaboration with DC Health partners. The PHL continued to use a high-throughput method to provide timely results to DC Health on a weekly basis to inform action, collection, and intervention. One change that was made during this season was the decision to no longer test for Zika virus due to the lack of evidence of Zika virus circulating in the US. This testing can still be performed by DC Health request only. For the 2019 mosquito season, June to October, a total of 12 mosquito pools were found to be WNV positive from 311 pools tested. DFS maintains clinical testing for Zika, dengue, and chikungunya of patient specimens but does not routinely perform surveillance testing for these pathogens in mosquito pools due to rarity and low probability of local transmission.

b. 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 PHL serves as the reference laboratory to support DC Health in its influenza surveillance program in the District. In FY19, the DC PHL received and tested over 1,200 influenza-like illness (ILI) specimens, far surpassing the District’s Right Size goal of 598 (set by the CDC and APHL). We continue to perform this surveillance testing in FY20 with the goal of increasing the number of specimens tested to provide better picture of influenza trends in the District.

In order to provide the most advanced and rapid detection of foodborne pathogens, the PHL has implemented and participated in the CDC PulseNet (foodborne bacterial surveillance), CaliciNet (Norovirus surveillance), and NARMS (National Antimicrobial Resistant Monitoring System) surveillance programs. Testing capacity to support these surveillance programs includes conventional bacteriology, molecular detection (PCR) and next generation sequencing for contaminated food source tracking and identification of linkages to potential outbreaks. In FY19, the PHL tested 256 patient samples associated with foodborne illnesses and 16 patient samples for Norovirus outbreak determination.

For the FY19, the PHL received 248 animal brain samples for rabies testing. Of these, 107 animals had human exposure, 24 had animal exposure (bites or contact with animal saliva including licks), 78 with potential exposure, and 39 with no exposures. About half (45%) of the submissions were domestic animals (dogs and cats) followed by bats (37%), raccoons

(15%), foxes (1%), opossum (1%), squirrel (0.4%) and coyotes (0.4%). The overall rabies positivity in the District is 4.4% (11/248), 2.2% (2/92) in bats, 3.2% (1/31) in cats and 21.7% (8/37) in raccoons as the major animal species positive in the District of Columbia in FY2019.

The DC PHL began collaborating with DC Health for the CDC's Gonococcal Isolation Surveillance Program (GISP) in August of 2018. This surveillance program is used by DC Health and the CDC to monitor antibiotic resistance trends in *N. gonorrhoeae* bacteria (the causative agent of gonorrhea). In FY19, the PHL tested 136 specimens for gonorrhea. Once confirmed, these isolates are sent to the antimicrobial resistance laboratory network regional laboratory for antibiotic susceptibility testing. These data are then shared with the DC Health and Wellness center to help them monitor best practices for treatment of gonorrhea.

The bioterrorism and chemical terrorism programs both fall under the Laboratory Response Network (LRN) developed by the CDC to improve preparedness and responsiveness to biological and chemical threats. The DC PHL is a Reference level LRN-B (Biological) laboratory and serves as the main reference laboratory and support for the FBI, DC Health, and healthcare facilities in response to a biological threat. In FY19, the DC PHL Bioterrorism unit tested 16 environmental samples submitted by the FBI, and 5 clinical rule out patient specimens for local hospitals. Additionally, DC PHL is a level 2 LRN-C laboratory and serves as the main reference laboratory for testing capabilities for mass exposures to cyanide, toxic metals, and toxic industrial chemicals. In addition to testing capabilities we are also required to be able to support mass specimen packaging and shipping logistics to the CDC and provide outreach to the local healthcare facilities. In FY19, the DC PHL Chemical Terrorism team performed testing on 391 unique specimens for preparedness exercises from the CDC and testing on 1 environmental sample for chemical analysis submitted by the FBI.

59. 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.

Since July 2018, DFS' Forensic Chemistry Unit (DFS-FCU) has contributed analysis to 37 cases involving syringes related to OCME death investigations (71 syringe items in total), including 5 in FY20 Q1. Out of those 71 syringe items, 40 (56%) were found to contain opioids, of which 23 contained fentanyl.

a. How does DFS work with other District agencies to prevent opioid overdoses?

DFS has provided strategic and analytical support for the Mayor's LIVE LONG DC strategy for reducing the number of opioid-related fatalities in the District, including: (1)



the DFS Director participates on the strategy’s steering committee; (2) The DFS-FCU provides regular updates, both in quarterly meetings and through a monthly-released report that summarizes the opioid surveillance results for the District, including trends in heroin purity and location of fentanyl “hot spots;” (3) The DFS-FCU releases reports on the Discovery of new fentanyl analogs immediately following laboratory confirmation to District and federal partners, allowing for the rapid awareness and response to emerging synthetic opioids; and (4) The DFS-FCU regularly provides on-demand intelligence analyses and summaries to both District and federal partners, thereby not just providing raw data, but trend analyses, actionable information and insights into the synthetic opioids present in the District.

The DFS-FCU participates in weekly interactions with the National Capital Region Threat Intelligence Consortium (NTIC) to share opioid and other controlled substance information with District, State, and Federal partners in the region (coordinated under HSEMA). This information often includes awareness of new opioids emerging on the illicit market, their legal classification, as well as biological markers to look for in toxicological screens.

Additionally, the DFS-FCU participates in the regular meetings of the Association of Public Health Laboratories (APHL) Opioid Bio surveillance Taskforce (OBTF) to share trends, best practices, and information sharing across the country with other public health laboratories.

Finally, the DFS-FCU produces a monthly update reports and new substance alerts for both new synthetic opioids and new synthetic cannabinoids found in the District, and this information is disseminated to District, State, and Federal partners, including the monthly DC Opioid Working Group. This information is vital for public health and safety to know if new types of opioids are emerging, as well as provide toxicological screens at OCME and other federal clinical groups the necessary marker to identify these new drugs.

60. What is the agency’s cybersecurity investigation capacity? How did the agency utilize this capacity in FY19 and FY20, to date?

The Department of Forensic Sciences (DFS) leverages services from the Office of the Chief Technology Officer (OCTO) to address or mitigate cybersecurity threats which impact DFS on the District of Columbia’s computer network hosted by OCTO. DFS’s 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, patch management for operating systems resident on DFS infrastructure. The Digital Evidence Unit (DEU) at DFS examines evidence from physical and cybercrime scenes to assist investigators with the “footprints” left in digital devices and networks. Lastly, the DEU has the capacity to conduct malware forensics, reverse engineering,



and investigation into cyber threats such as phishing and spoofed emails. In FY19, DFS has had one compromised email account. To date in FY20, no incidents have been reported.

61. Please outline any new developments within the Digital Evidence Unit in FY19 and FY20, to date.

The Digital Evidence Unit (DEU) deployed three new developments in FY19 and continuing development in FY20.

- **Crash Data Technology Implementation:** In FY19, the DEU expanded its capability to collect data from vehicles involved in criminal activity. Data includes “events” within the vehicles such as acceleration, deceleration, impacts inside and outside, and degree of steering. This complements the DEU’s existing vehicle capability of telematics and infotainment data collection, giving stakeholders a complete picture of what has happened in a vehicle during a point in time.
- **Dell Isilon Digital Storage:** The DEU has a need for digital storage due to the collection of digital data from devices such as smartphones, computers, servers, DVRs and vehicles. Due to an expanding caseload, the DEU outgrew its initial storage capacity and needed an affordable and scalable solution that could be added to annually. The Dell Isilon System provided an initial hundred –plus terabytes of storage that can be upgraded by simply adding another rack of physical drives as needed. For FY20, the DEU will be adding an additional four hundred terabytes of storage in order to keep pace with the ever-growing caseload.
- **Cellebrite Premium:** In FY19, the DEU expanded its ability to obtain access to locked devices by the purchase of an advanced mobile device unlocking system. This system grants access to iOS and Android-based devices by employing different strategic password cracking mechanisms.

62. How many firearms submitted to DFS in FY19 and FY20, to date, were determined to have been created via 3-D printing?

No 3-D Printed Firearms have been submitted to date.

63. How many firearms submitted to DFS in FY19 and FY20, to date, were determined to have been created by individuals assembling components (e.g., upper receiver, lower receivers, frames, etc.)?

DFS has no way to track or identify firearms that may have been assembled from parts by an individual, however, DFS is tracking guns assembled from 80% kits. These are considered “ghost guns” because they do not possess a serial number and have not been registered.



FY19: 84 Ghost Guns
FY20: 44 Ghost Guns

64. How many firearms submitted to DFS in FY19 and FY20, to date, did not have a serial number?

FY19: 223 Firearms Submitted had no Serial Number
FY20: 111 Firearms Submitted had no Serial Number, as of January 15, 2020

This is a combination of Ghost Guns, Firearms with no Serial number Determined/Unknown due to condition, and Obliteration

a. Of those firearms, how many had a serial number removed or obliterated?

FY19: 122 Obliterated or Partially Obliterated Serial Numbers
FY20: 52 Obliterated or Partially Obliterated Serial Numbers

65. How many complaints were submitted to the agency in FY19, and FY20, to date?

One complaint was submitted to the agency in FY19 and FY20 to date.

a. How many of these were dismissed without merit?

One. The Complaint was received January 17, 2020. DFS acknowledged receipt on January 22, 2020, requesting additional information (this was within our two-business-day turnaround time). On January 23, 2020, the Complainant agreed to provide additional information in the near future. Later on January 23, 2020, DFS advised the Complainant that it had obtained sufficient information to determine the complaint was without merit, and that DFS would continue with the complaint process in accordance with DOM 15. On January 28, 2020, DFS advised the Complainant that its complaint review team had convened, and had determined that—notwithstanding the lack of merit in the complaint—it would initiate an investigation, to allow further time for the Complainant to provide supplemental information, in keeping with DOM 15.

b. How many of these were related to employee disputes?

None. Employee disputes in FY19 and FY20 to date were captured in the grievance process, which is reported in responses to separate questions. Please see question number 19, attachment G.

c. How many of these resulted in a Quality Corrective Action Report?

There were none in FY19 and FY20 to date.

d. How many of these resulted in a Quality Preventative Action Report?

There were none in FY19 and FY20 to date.

66. 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 FY19 and FY20, 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 way 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? Does it consider itself a law enforcement entity?

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.

67. How does the agency partner with local schools and universities to create a pipeline for students to enter into the field and work at DFS?

DFS engages in a range of programs designed to build awareness of the ongoing and vitally important work of our agency and to promote careers in forensic science and other S.T.E.M. fields. In FY19 and FY20 to date, DFS conducted 61 educational tours and 40 laboratory tours that engaged elementary, secondary, and college students in the following initiatives:

K-12 educational outreach: DFS scientists and staff participated in several outreach programs designed to help elementary, middle and high school students understand some of the work we perform within the agency. DFS conducted outreach and presentations at Excel Academy, including participating in the school's "Back to School Night." DFS also conducted tours with schools in the District, and conducted S.T.E.A.M. Fairs with Raytheon and Youth Entrepreneurship Institute, JC Noelle, and Coolidge High School.

68. What is the agency's role, if any, in testing vaping products?

The PHL has played an active role supporting the testing of vaping products through three mechanisms since 2018: (1) Submissions for testing as directed by the United States Attorney's Office (USAO), (2) Submissions for purposes of surveillance, and (3) submissions from DC Health for cases directly related to suspect E-cigarette/Vaping Associated Lung Injury (EVALI).

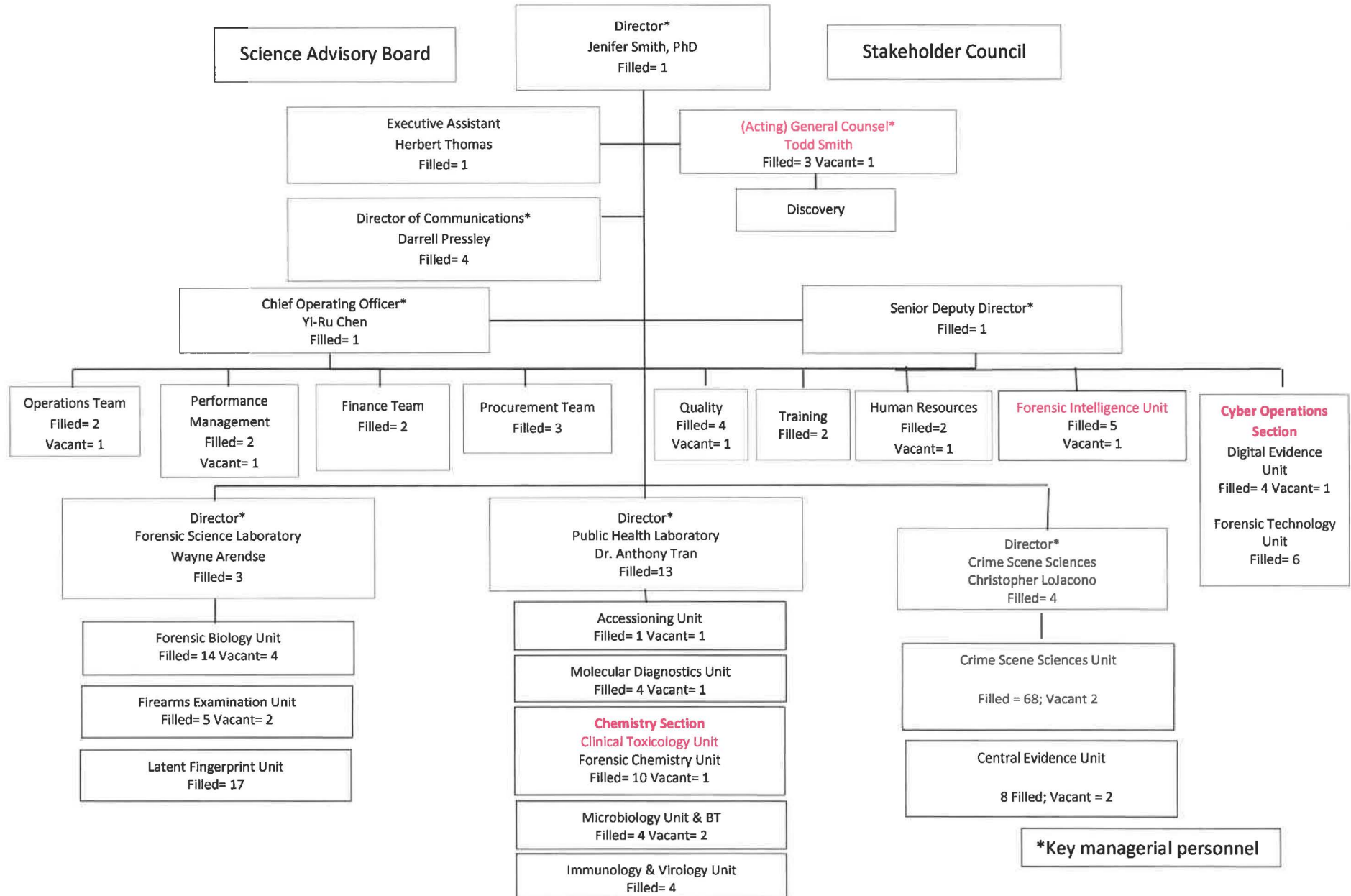
Since 2018, the PHL has analyzed 27 cases, which included a total of 1,219 vaping products. As most of these cases were submissions for testing of controlled substances, the majority of the cartridges tested were found to contain the substance Tetrahydrocannabinol (THC). A total of 78 vaping cartridges were selected for non-targeted screening for the presence of controlled substances and diluents.



As the PHL has a multi-year record of vaping cartridge analyses in the District, it was possible to establish the exact time that the chemical suspected by the CDC to cause EVALI was first observed in the District (Reported to DC Health in September 2019: Vitamin E Acetate). Further, in support of DC Health investigations for EVALI, the PHL tested 4 cases in FY20 Q1, and noted that for all cases, at least one of the cartridges per case contained the diluent Vitamin E Acetate.

ATTACHMENT A

As of January 26, 2020



ATTACHMENT A

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;
- **Human Resources**- the Human Resources directorate works with the DFS team, employees, supervisors and managers and the DFS Leadership Team in supporting the end to end employment continuum. From the initiation of the recruiting process until the time a person leaves the agency the HR team is ready and capable of supporting all HR requests.
- **Forensic Intelligence Unit (FIU)** - provides analysis of forensic data to link together crime scenes and evidence; as well collating and analyzing information from numerous DFS units that is ultimately reported as forensic intelligence to enhance public safety. The FIU team now routinely collaborates with the NTIC to issue intelligence products such as Officer Awareness Bulletins on many critical issues.
- **Cyber Operations Section:**
 - **Digital Evidence (DEU)** - provides DFS state of the art support to combat cybercrime along with technological support for forensic services and help provide the District of Columbia with cyber resources in the fight against cybercrimes.
 - **Information Technology** – provides agency-wide support on information technology systems and to enhance DFS services through the most appropriate technology available.

ATTACHMENT A

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

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.
- Clinical Toxicology Unit- provides chemical and toxicological testing of environmental samples and clinical specimens for the presence of chemical biomarkers, toxicants, and metabolites. The CTU is divided under two main programs: (1) The Laboratory Response Network for Chemistry (LRN-C) Program, responsible for maintaining the District's capability to provide testing for exposure to toxic industrial chemicals (TIC) and chemical warfare agents, as a participating member of the national Centers for Disease Control and Prevention (CDC) LRN-C Program, and (2) the Clinical Drug Monitoring (CDM) Program, responsible for providing clinical and surveillance testing of specimens for the presence of metabolites of controlled substances and emerging novel psychoactive substances.

ATTACHMENT A

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)

ATTACHMENT B

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

Department of Forensic Sciences
 FY 2020 SCHEDULE A
 As of 1/15/2020

Vacancy Status	Total
Filled	197
Vacant	30
Total	227

Filled, Vacant or Frozen	Program Code	Activity Code	Position Title	Employee Name	Hire Date	Salary	Fringe	Length of Time with DFS (days)	Reg/Temp/ Term
Filled	4020	4020	Central Evidence Unit Supervis	Pettus,Natasha D	10/6/2013	\$ 109,377	\$ 24,719	2,292	Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Johnson,Nikia C.	10/1/2012	\$ 113,104	\$ 25,562	2,662	Reg
Filled	2020	2020	Forensic Science Technician (F	Brittingham,Kim B	10/2/2017	\$ 58,758	\$ 13,279	835	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Lewis,Lisa R	10/1/2012	\$ 110,063	\$ 24,874	2,662	Reg
Filled	2020	2020	Forensic Scientist Manager (Fi	Pope,Jonathaniel	10/1/2012	\$ 137,315	\$ 31,033	2,662	Reg
Filled	3020	3020	Chemist	Jackson,Olin T	4/29/2013	\$ 89,997	\$ 20,339	2,452	Reg
Filled	2020	2020	Lead Forensic Scientist (Digit	Fudge,Kristen	1/8/2018	\$ 106,977	\$ 24,177	737	Reg
Filled	1040	1040	IT Specialist (System Analysis	Jackson,James R	10/1/2012	\$ 113,002	\$ 25,538	2,662	Reg
Filled	3020	3020	Medical Technologist	McKnight,Rakeiya	11/30/2015	\$ 83,639	\$ 18,902	1,507	Reg
Filled	2020	2020	Lead Forensic Scientist (Finge	Evans,Barbara J	10/1/2012	\$ 123,577	\$ 27,928	2,662	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Tuller,John S	2/5/2018	\$ 84,883	\$ 19,184	709	Reg
Filled	2020	2020	Forensic Scientist Supervisor	Walraven,Tracy	7/11/2016	\$ 140,062	\$ 31,654	1,283	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Wilkerson,Cynthia A	10/1/2012	\$ 97,899	\$ 22,125	2,662	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Talley,Terri	6/2/2014	\$ 62,286	\$ 14,077	2,053	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Patton,Precious R	4/2/2018	\$ 82,326	\$ 18,606	653	Reg
Filled	2020	2020	Forensic Scientist I (DNA)	Ciaccio,Samantha D.	2/10/2014	\$ 85,784	\$ 19,387	2,165	Reg
Filled	3010	3010	Public Health Laboratory Direc	Tran,Anthony	9/19/2016	\$ 164,713	\$ 37,225	1,213	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Peters,Christina	11/2/2015	\$ 107,022	\$ 24,187	1,535	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Sensabaugh,Roslyn D	10/1/2012	\$ 113,104	\$ 25,562	2,662	Reg
Filled	1010	1010	Human Resources Manager	Perkins,James	9/3/2019	\$ 150,979	\$ 34,121	134	Reg
Filled	2020	2020	Forensic Science Technician (F	Coppes,Allison M	8/20/2018	\$ 56,994	\$ 12,881	513	Reg
Filled	3020	3020	Forensic Scientist Supervisor	Raj,Pushker	9/5/2017	\$ 150,979	\$ 34,121	862	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Brown-Holliday,Kiandra	4/30/2018	\$ 56,994	\$ 12,881	625	Reg
Filled	2020	2020	Clerical Assistant	Flemmings,Jessica V	10/1/2012	\$ 58,430	\$ 13,205	2,662	Reg
Filled	1090	1090	Management and Program Analyst	Haile,Martha N	4/28/2019	\$ 76,126	\$ 17,204	262	Reg
Vacant	4020	4020	Forensic Scientist (Crime Scen			\$ 82,326	\$ 18,606		Reg

ATTACHMENT B

Filled, Vacant or Frozen	Program Code	Activity Code	Position Title	Employee Name	Hire Date	Salary	Fringe	Length of Time with DFS (days)	Reg/Temp/ Term
Filled	2020	2020	Forensic Scientist Manager (La	Beckman,Jessica Anne	7/29/2013	\$ 137,315	\$ 31,033	2,361	Reg
Filled	3020	3020	Medical Technologist	Morris,Katherine	6/12/2017	\$ 69,355	\$ 15,674	947	Reg
Filled	1040	1040	Information Technology Special	Johnson,Renee Gordon	10/1/2012	\$ 97,375	\$ 22,007	2,662	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Glover,Diane Downing	10/1/2012	\$ 113,104	\$ 25,562	2,662	Reg
Vacant	3020	1040	Medical Technologist			\$ 89,996	\$ 20,339		Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Graves,Gloria V	10/1/2012	\$ 116,145	\$ 26,249	2,662	Reg
Filled	4010	4010	Forensic Science Technician (C	Tarte,Melissa	10/17/2016	\$ 62,286	\$ 14,077	1,185	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Rountree,Angelic	12/12/2016	\$ 97,899	\$ 22,125	1,129	Reg
Filled	2020	2020	Forensic Science Technician (F	Gilliam,Maya M	8/21/2017	\$ 62,286	\$ 14,077	877	Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Himrod,Jennifer L	4/20/2015	\$ 110,063	\$ 24,874	1,731	Reg
Filled	2020	2020	Forensic Intelligence Analyst	Gittelton,Simone	8/19/2019	\$ 98,947	\$ 22,362	149	Reg
Filled	3020	3020	Safety & Occup. Hlth. Manager	Grier,Patricia A.	1/7/2013	\$ 115,704	\$ 26,149	2,564	Reg
Filled	2020	2020	Forensic Scientist Tech. Lead	Welti,Susan	10/19/2015	\$ 123,577	\$ 27,928	1,549	Reg
Filled	1090	1090	Operations Program Manager	McMullen,Patricia R	5/6/2013	\$ 93,776	\$ 21,193	2,445	Reg
Vacant	2010	2010	Senior Deputy Director			\$ 167,587	\$ 37,875		Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Williams,Candice M	10/1/2012	\$ 113,104	\$ 25,562	2,662	Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Mills,Shana L	9/23/2013	\$ 107,022	\$ 24,187	2,305	Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Ferragut,Julie Marie	9/23/2013	\$ 103,981	\$ 23,500	2,305	Reg
Filled	3020	3020	Medical Technologist	Merid,Sosina	10/1/2012	\$ 97,667	\$ 22,073	2,662	Reg
Filled	3020	3020	Safety and Occupational Health	Getter,Regina W	10/1/2012	\$ 95,014	\$ 21,473	2,662	Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Skillman,Jessica L	10/1/2012	\$ 119,186	\$ 26,936	2,662	Reg
Filled	3020	3020	Forensic Scientist Supervisor	Courtney,Colleen R	4/2/2018	\$ 126,072	\$ 28,492	653	Reg
Filled	3020	3020	Supervisory Chemist	Short,Luke C	1/7/2013	\$ 135,983	\$ 30,732	2,564	Reg
Filled	1090	1090	Quality Assurance Specialist	Akanegbu,Carol S	10/1/2012	\$ 101,758	\$ 22,997	2,662	Reg
Filled	3020	3020	Chemist	Taylor,Glen E	10/1/2012	\$ 92,554	\$ 20,917	2,662	Reg
Filled	3020	3020	Medical Technologist	Blackwell,Reginald G	10/1/2012	\$ 97,667	\$ 22,073	2,662	Reg
Filled	1090	1090	Quality Assurance Specialist	Feko,Mahkaping	7/10/2017	\$ 113,002	\$ 25,538	919	Reg
Filled	2020	2020	Forensic Scientist (Firearms &	Cuffy,Charles	3/5/2018	\$ 60,522	\$ 13,678	681	Reg
Filled	4020	4020	Central Evidence Specialist	Whittington,Sheila	10/6/2013	\$ 75,094	\$ 16,971	2,292	Reg
Filled	2020	2020	Forensic Scientist Manager (DN	Hopkinson,Krystyna H	10/1/2012	\$ 140,062	\$ 31,654	2,662	Reg
Filled	2020	2020	Lead Forensic Scientist (DNA)	MacBean,Laura A	10/1/2012	\$ 123,577	\$ 27,928	2,662	Reg
Filled	1090	1090	Dir, Dept of Forensic Sciences	Smith,Jenifer Ann Lindsey	7/20/2015	\$ 240,186	\$ 54,282	1,640	Term
Filled	4020	4020	Forensic Scientist (Crime Scen	Assayag,Raquel	6/16/2014	\$ 84,883	\$ 19,184	2,039	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Goolsarran,Nandani D	8/25/2014	\$ 87,440	\$ 19,761	1,969	Reg
Vacant	3020	3020	Biological Science Laboratory			\$ 62,287	\$ 14,077		Reg
Filled	3010	3010	Quality Assurance Specialist	Taye,Berihun A	3/4/2019	\$ 110,191	\$ 24,903	317	Reg
Filled	3020	3020	Medical Technologist	Williams,Brandon A	1/8/2018	\$ 77,237	\$ 17,456	737	Reg
Filled	3010	3010	Clerical Assistant (OA)	Smith,Dorothy L	10/1/2012	\$ 53,663	\$ 12,128	2,662	Reg
Filled	3020	3020	Medical Technologist	Zelaya,Elizabeth	6/12/2017	\$ 89,996	\$ 20,339	947	Reg

ATTACHMENT B

Filled, Vacant or Frozen	Program Code	Activity Code	Position Title	Employee Name	Hire Date	Salary	Fringe	Length of Time with DFS (days)	Reg/Temp/ Term
Vacant	1090	1090	Administrative Officer			\$ 87,703	\$ 19,821		Reg
Filled	1085	1080	Administrative Officer	Jordan,Richard	10/28/2019	\$ 103,657	\$ 23,426	79	Reg
Filled	2010	2010	Staff Assistant	Henderson,Aleeyia	4/29/2019	\$ 51,059	\$ 11,539	261	Reg
Filled	3020	3020	Medical Technologist	Weeden,Cleveland N	10/1/2012	\$ 97,375	\$ 22,007	2,662	Reg
Filled	2020	2020	Forensic Evidence Analyst	Perkins,LaShon	8/21/2017	\$ 87,440	\$ 19,761	877	Reg
Filled	4010	4010	Director, Crime Scene Sciences	LoJacono,Christopher M	2/20/2018	\$ 164,712	\$ 37,225	694	Reg
Filled	1090	1090	Executive Assistant	Thomas,Herbert B.	10/1/2012	\$ 110,191	\$ 24,903	2,662	Reg
Vacant	1040	1040	Human Resources Specialist			\$ 87,703	\$ 19,821		Reg
Filled	1090	1090	Chief Operating Officer	Chen,Yi-Ru	5/5/2013	\$ 185,961	\$ 42,027	2,446	Reg
Vacant	1090	1090	Supervisory Quality Assurance			\$ 129,411	\$ 29,247		Reg
Filled	1090	1090	Management and Program Analyst	Swift-Taylor,Patrice A	3/17/2019	\$ 76,126	\$ 17,204	304	Reg
Filled	1090	1090	Laboratory Director	Arendse,Wayne E	2/5/2018	\$ 155,000	\$ 35,030	709	Reg
Vacant	3020	3020	Supervisory Health Systems Spe			\$ 112,531	\$ 25,432		Reg
Filled	1010	1010	Human Resources Specialist	Butler,Carla	1/27/2013	\$ 83,209	\$ 18,805	2,544	Reg
Vacant	2020	2020	Forensic Scientist (Digital Ev			\$ 61,521	\$ 13,904		Reg
Vacant	4020	4020	Central Evidence Specialist			\$ 66,542	\$ 15,038		Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Bischof,Samantha D	9/9/2013	\$ 87,440	\$ 19,761	2,319	Reg
Filled	4020	4020	Crime Scene Sciences Superviso	Greenwalt,Grant L	8/24/2015	\$ 141,841	\$ 32,056	1,605	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Iorio,Ryan S	4/8/2013	\$ 89,997	\$ 20,339	2,473	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Frison,Rachel	4/2/2018	\$ 82,326	\$ 18,606	653	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Mentore,Kaywe	9/9/2013	\$ 89,997	\$ 20,339	2,319	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Jordan,Diana M	5/6/2013	\$ 89,997	\$ 20,339	2,445	Reg
Filled	2020	2020	Forensic Scientist (Firearms &	McCraw,Richard	8/22/2016	\$ 69,342	\$ 15,671	1,241	Reg
Filled	4020	4020	Forensic Scientist Shift Super	Hooe,Sara	6/13/2016	\$ 105,885	\$ 23,930	1,311	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	St. Amand,Sebastian Michael	2/8/2016	\$ 97,899	\$ 22,125	1,437	Reg
Filled	4020	4020	Central Evidence Unit Supervis	Fisher-Robinson,Wanda A	1/22/2018	\$ 109,377	\$ 24,719	723	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Bleach,Carenna K.	8/26/2013	\$ 87,440	\$ 19,761	2,333	Reg
Vacant	1040	1040	Supervisory IT Specialist			\$ 129,411	\$ 29,247		Reg
Filled	4020	4020	Central Evidence Specialist	White,Lauren K	12/13/2015	\$ 70,818	\$ 16,005	1,494	Reg
Filled	1085	1080	Director of Communications	Pressley,Darrell S	6/23/2019	\$ 164,713	\$ 37,225	206	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Becerra Ramirez,Sergio	4/15/2019	\$ 55,230	\$ 12,482	275	Reg
Filled	2020	2020	Forensic Evidence Analyst	Hassberger,Laurel C.	8/25/2014	\$ 95,111	\$ 21,495	1,969	Reg
Filled	3020	3020	Supervisory Microbiologist	Kiehlbauch,Julia A.	3/18/2019	\$ 135,983	\$ 30,732	303	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Roundtree,Stacy LaShea	8/25/2013	\$ 92,554	\$ 20,917	2,334	Reg
Filled	2020	2020	Forensic Evidence Analyst	Palmer,Catryna L.	7/28/2014	\$ 89,997	\$ 20,339	1,997	Reg
Filled	3010	3010	Special Assistant	Harmon,Kimary	12/1/2013	\$ 83,208	\$ 18,805	2,236	Reg
Filled	1085	1080	Community Outreach Specialist	Dixon,Dayne N	5/30/2017	\$ 90,292	\$ 20,406	960	Reg
Filled	1060	1060	Attorney Advisor	Smith,Todd Christhom	9/17/2017	\$ 109,556	\$ 24,760	850	Reg
Filled	1015	1015	STAFF ASSISTANT	Jackson,Lavonia	7/25/2016	\$ 65,747	\$ 14,859	1,269	Reg

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Filled, Vacant or Frozen	Program Code	Activity Code	Position Title	Employee Name	Hire Date	Salary	Fringe	Length of Time with DFS (days)	Reg/Temp/ Term
Filled	1040	1040	INFO TECH SPEC NETWORK	Salbukou,Uladzimir	1/9/2017	\$ 93,325	\$ 21,091	1,101	Reg
Filled	4020	4020	Crime Scene Sciences Manager	Wheeler-Moore,Alesia	10/1/2018	\$ 141,841	\$ 32,056	471	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Jeter,Kevin W	1/22/2019	\$ 89,997	\$ 20,339	358	Reg
Filled	2020	2020	Forensic Scientist (Digital Ev	Silva,Mareena	4/7/2014	\$ 80,848	\$ 18,272	2,109	Reg
Vacant	2020	2020	Forensic Scientist (II)			\$ 82,326	\$ 18,606		Reg
Filled	2020	2020	Forensic Scientist (II)	Kashiwabara,Wendy	2/26/2016	\$ 89,997	\$ 20,339	1,419	Term
Filled	2020	2020	Lead Forensic Firearms Technic	Bailey,Laketa J	10/1/2012	\$ 76,130	\$ 17,205	2,662	Reg
Filled	1015	1015	Quality Assurance Specialist	Milligan,Stephen	3/7/2016	\$ 87,703	\$ 19,821	1,409	Reg
Filled	4020	4020	Forensic Scientist Shift Super	Allie,John C	10/3/2016	\$ 102,801	\$ 23,233	1,199	Reg
Vacant	1090	1090	Management and Program Analyst			\$ 76,126	\$ 17,204		Reg
Vacant	3010	3010	Supervisory Chemist (Chemical			\$ 112,531	\$ 25,432		Reg
Filled	1040	1040	INFO. TECH. SPECIALIST	Woodland Jr.,Stephon R	5/16/2018	\$ 63,498	\$ 14,351	609	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Sylvester,Ninotchka E	10/6/2013	\$ 84,883	\$ 19,184	2,292	Reg
Filled	4020	4020	Central Evidence Specialist	McDowney,LaToya	12/28/2015	\$ 68,680	\$ 15,522	1,479	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Jones,April	3/7/2016	\$ 84,883	\$ 19,184	1,409	Reg
Filled	1085	1080	STAFF ASSISTANT	Hazelton,Veronda Lornetta	1/8/2018	\$ 57,587	\$ 13,015	737	Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Curtis,Daniel Sterling	6/2/2014	\$ 100,940	\$ 22,812	2,053	Reg
Vacant	4020	4020	Forensic Scientist (Crime Scen			\$ 55,230	\$ 12,482		Reg
Filled	2020	2020	Forensic Scientist I (DNA)	McNeil,Kamedra D	2/24/2014	\$ 72,956	\$ 16,488	2,151	Term
Filled	2020	2020	Forensic Scientist (DNA)	Booth,Emily	2/21/2017	\$ 64,050	\$ 14,475	1,058	Term
Filled	2020	2020	Forensic Science Technician (F	Conyers,Shelby C	11/13/2017	\$ 58,758	\$ 13,279	793	Reg
Vacant	2020	2020	Forensic Science Technician (F			\$ 55,230	\$ 12,482		Reg
Filled	2020	2020	Forensic Science Technician (F	Ruiz-Reyes,Jakeline	7/27/2014	\$ 62,286	\$ 14,077	1,998	Reg
Filled	2020	2020	Forensic Scientist (Crime Scen	Bist,Vaibhav	3/19/2018	\$ 82,326	\$ 18,606	667	Reg
Filled	2020	2020	Forensic Scientist (Firearms &	Bustamante,Elizabeth A	1/12/2015	\$ 94,858	\$ 21,438	1,829	Reg
Filled	2020	2020	Forensic Scientist (Firearms &	Rachael,Ashley E.	12/3/2014	\$ 94,858	\$ 21,438	1,869	Reg
Filled	2020	2020	Forensic Scientist (Firearms &	Elder,Cody Joseph	11/17/2014	\$ 94,858	\$ 21,438	1,885	Reg
Vacant	2020	2020	Forensic Scientist (Firearms &			\$ 55,230	\$ 12,482		Reg
Filled	2020	2020	Forensic Scientist (Digital Ev	Kasumba Muhangi,Akil	2/23/2015	\$ 65,475	\$ 14,797	1,787	Reg
Vacant	2020	2020	General Counsel			\$ 163,809	\$ 37,021		Reg
Filled	3020	3020	Lead Chemist	Jones,Brandon	7/11/2016	\$ 103,981	\$ 23,500	1,283	Reg
Filled	2020	2020	Staff Assistant	Strelka,Emily Griffith	2/4/2019	\$ 51,059	\$ 11,539	345	Term
Filled	2020	2020	Forensic Science Technician (C	Enad,Jonah	9/6/2016	\$ 64,050	\$ 14,475	1,226	Term
Vacant	2020	2020	Forensic Scientist I (DNA)			\$ 66,542	\$ 15,038		Reg
Filled	4020	4020	Forensic Scientist Shift Super	Stone,Kristie L	8/26/2013	\$ 102,801	\$ 23,233	2,333	Reg
Filled	4020	4020	Forensic Scientist Shift Super	Holder,James R	8/6/2018	\$ 100,637	\$ 22,744	527	Reg
Filled	100F	100F	BUDGET ANALYST	Antony, Joseph	1/6/2020	\$ 82,332	\$ 18,607	9	Reg
Filled	4020	4020	Forensic Scientist Shift Super	Price,Erin M	10/6/2013	\$ 102,801	\$ 23,233	2,292	Reg
Vacant	1015	1015	Supvy Instruct. Systems Spec.			\$ 129,411	\$ 29,247		Reg

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Filled, Vacant or Frozen	Program Code	Activity Code	Position Title	Employee Name	Hire Date	Salary	Fringe	Length of Time with DFS (days)	Reg/Temp/ Term
Filled	1090	1090	Program Analyst	Burke,Curtis	11/30/2015	\$ 73,383	\$ 16,585	1,507	Reg
Filled	4020	4020	Fleet and Logistics Manager	Starner,Joseph	12/28/2015	\$ 109,654	\$ 24,782	1,479	Reg
Filled	4010	4010	Forensic Science Technician (C	Hinkle,Jamal	2/3/2019	\$ 62,286	\$ 14,077	346	Reg
Filled	4020	4020	Crime Scene Analyst	Kimvilakani,Andre M	1/22/2019	\$ 89,997	\$ 20,339	358	Reg
Vacant	4020	4020	Forensic Inntelligence Analyst			\$ 61,521	\$ 13,904		Reg
Filled	4020	4020	Central Evidence Specialist	Butler,Ebony M	3/20/2016	\$ 68,680	\$ 15,522	1,396	Reg
Filled	4020	4020	Central Evidence Specialist	Younger,Nakisha J	3/20/2016	\$ 68,680	\$ 15,522	1,396	Reg
Filled	4020	4020	Central Evidence Specialist	Everett,Kimberly M	10/6/2013	\$ 66,542	\$ 15,038	2,292	Reg
Filled	2020	2020	Forensic Scientist (II)	Lobasso,Thomas J.	8/5/2019	\$ 89,997	\$ 20,339	163	Term
Filled	1060	1060	Attorney Advisor	Stempel,Andrea O	1/8/2018	\$ 72,058	\$ 16,285	737	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Iorio,Ashley	3/7/2016	\$ 82,326	\$ 18,606	1,409	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Hartsock,Elyssa	1/11/2016	\$ 82,326	\$ 18,606	1,465	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Schmidt,Gillian	3/7/2016	\$ 82,326	\$ 18,606	1,409	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Elensky,Rebecca	8/10/2015	\$ 82,326	\$ 18,606	1,619	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Brokaw,Barry	3/7/2016	\$ 82,326	\$ 18,606	1,409	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Fields III,James A	11/26/2018	\$ 92,554	\$ 20,917	415	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Langford,Rodney J	12/12/2016	\$ 92,554	\$ 20,917	1,129	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Keisling,Matthew	12/12/2016	\$ 92,554	\$ 20,917	1,129	Reg
Filled	4020	4020	Staff Assistant	Norris,Jeane't R.	10/22/2018	\$ 57,587	\$ 13,015	450	Temp
Filled	4020	4020	Forensic Scientist (Crime Scen	Petty,Erika	3/7/2016	\$ 82,326	\$ 18,606	1,409	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Miller,Brianna	3/7/2016	\$ 82,326	\$ 18,606	1,409	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Daniels,Erin	5/6/2013	\$ 87,440	\$ 19,761	2,445	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Yandura,Danielle	8/10/2015	\$ 82,326	\$ 18,606	1,619	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Williams,Jerome A	1/7/2019	\$ 89,997	\$ 20,339	373	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Harris,Laura	6/13/2016	\$ 89,997	\$ 20,339	1,311	Reg
Vacant	4020	4020	Central Evidence Specialist			\$ 55,230	\$ 12,482		Reg
Filled	2020	2020	Forensic Scientist (Firearms &	Beckham,Phinon Phillips	8/19/2019	\$ 58,758	\$ 13,279	149	Reg
Filled	4020	4020	Forensic Scientist III	Everett,Shane	4/3/2017	\$ 100,940	\$ 22,812	1,017	Reg
Filled	4020	4020	Forensic Scientist III	Ryan,DeAnna M	5/6/2013	\$ 100,940	\$ 22,812	2,445	Reg
Filled	4020	4020	Forensic Scientist III	Strong,Leother M	3/19/2018	\$ 100,940	\$ 22,812	667	Reg
Filled	4020	4020	Forensic Scientist III	Beaven,Mary	5/31/2016	\$ 107,022	\$ 24,187	1,324	Reg
Filled	2020	2020	Forensic Scientist (II)	Hickey,Stephanie A	8/22/2016	\$ 84,883	\$ 19,184	1,241	Reg
Filled	2020	2020	Forensic Scientist III (DNA Ex	Zagaria,Hope	8/22/2016	\$ 97,899	\$ 22,125	1,241	Reg
Filled	2020	2020	Forensic Intelligence Analyst	Mastrovito,Christine D.	12/1/2012	\$ 98,947	\$ 22,362	2,601	Reg
Filled	3020	3020	Safety & Occup. Health Spec.	Mando,Rachel P	10/30/2017	\$ 69,429	\$ 15,691	807	Reg
Filled	1090	1090	Quality Assurance Specialist	Buszka,Jeffrey M	5/20/2013	\$ 98,947	\$ 22,362	2,431	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Roberts,Myeshia	8/26/2013	\$ 87,440	\$ 19,761	2,333	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Benner,Stephanie Frances	9/23/2013	\$ 87,440	\$ 19,761	2,305	Reg
Filled	4020	4020	Forensic Scientist III	Hansohn II,Edward C	8/21/2017	\$ 103,981	\$ 23,500	877	Reg

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Filled, Vacant or Frozen	Program Code	Activity Code	Position Title	Employee Name	Hire Date	Salary	Fringe	Length of Time with DFS (days)	Reg/Temp/ Term
Filled	4020	4020	Forensic Scientist III	Mendez,Amanda	9/19/2016	\$ 100,940	\$ 22,812	1,213	Reg
Vacant	3020	3020	Biological Science Laboratory			\$ 75,103	\$ 16,973		Reg
Filled	4020	4020	Crime Scene Analyst	Shymansky Jr.,Edward L	9/6/2016	\$ 103,981	\$ 23,500	1,226	Reg
Filled	1060	1060	Paralegal Specialist	Hall,Shannon P	12/11/2016	\$ 76,126	\$ 17,204	1,130	Reg
Filled	100F	100F	AGENCY FISCAL OFFICER	Owuor,Elijah M	9/3/2019	\$ 133,664	\$ 30,208	134	Reg
Filled	1040	1040	INFO TECH SPEC NETWORK	Alexander III,Harry J.	6/24/2019	\$ 96,136	\$ 21,727	205	Reg
Filled	4020	4020	Fleet Services Coordinator	Heard,Trevor	10/17/2016	\$ 77,232	\$ 17,454	1,185	Reg
Filled	2020	2020	Forensic Intelligence Analyst	Lawrence,Kimberly C	2/19/2019	\$ 93,325	\$ 21,091	330	Reg
Filled	4020	4020	Forensic Scientist Shift Super	Slaughter,Keith D	8/6/2018	\$ 100,637	\$ 22,744	527	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Vann,Danielle	3/21/2016	\$ 87,440	\$ 19,761	1,395	Term
Filled	4020	4020	Forensic Scientist (Crime Scen	Sloan,William J	10/16/2017	\$ 87,440	\$ 19,761	821	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Jones,Tanesha	2/6/2017	\$ 87,440	\$ 19,761	1,073	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Covington,Nathaniel	6/12/2017	\$ 92,554	\$ 20,917	947	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Brooks,Tiffany	3/20/2017	\$ 89,997	\$ 20,339	1,031	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Narowski,Joy	7/24/2017	\$ 89,997	\$ 20,339	905	Reg
Filled	3020	3020	Laboratory Operations Analyst	Mccarroll,Matthew	5/15/2016	\$ 85,570	\$ 19,339	1,340	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Rojas,Janice	12/12/2016	\$ 82,326	\$ 18,606	1,129	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Gervasoni,Melissa	12/12/2016	\$ 82,326	\$ 18,606	1,129	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Manning,Victoria	12/12/2016	\$ 82,326	\$ 18,606	1,129	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Barnes,Takarah	7/25/2016	\$ 82,326	\$ 18,606	1,269	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Ayala,Guadalupe	3/7/2016	\$ 82,326	\$ 18,606	1,409	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Schuster,Rosemarie	12/12/2016	\$ 82,326	\$ 18,606	1,129	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Thompson,Imani M.	12/12/2016	\$ 82,326	\$ 18,606	1,129	Reg
Filled	4020	4020	Forensic Scientist (Crime Scen	Wilson,Reginald	12/11/2016	\$ 82,326	\$ 18,606	1,130	Reg
Filled	2020	2020	Forensic Scientist (Fingerprin	Pfiffner,Katherine	8/7/2017	\$ 58,758	\$ 13,279	891	Reg
Filled	2020	2020	Forensic Scientist Technical L	Reitnauer,Andrew	12/12/2016	\$ 120,257	\$ 27,178	1,129	Reg
Vacant	2020	2020	Assistant Director(Forensic Sc			\$ 129,411	\$ 29,247		Reg
Filled	2020	2020	Firearms Examination Superviso	Fried,Jonathan	3/23/2015	\$ 102,801	\$ 23,233	1,759	Reg
Filled	1090	1090	PROGRAM ANALYST	Clements,Kimberly	2/10/2014	\$ 98,947	\$ 22,362	2,165	Reg
Filled	2020	2020	Forensic Scientist (Firearms &	Drennen,Julia B	12/1/2014	\$ 66,542	\$ 15,038	1,871	Reg
Vacant	2020	2020	Forensic Scientist (Firearms &			\$ 55,230	\$ 12,482		Reg
Filled	2020	2020	Forensic Intelligence Manager	Maliky,Abdel G	10/4/2015	\$ 137,315	\$ 31,033	1,564	Reg
Vacant	3020	1040	Medical Technologist			\$ 75,103	\$ 16,973		Reg
Vacant	2020	2020	Forensic Scientist Technical L			\$ 103,657	\$ 23,426		Reg
Filled	3020	1040	Medical Technologist	Edwards,Denise	4/3/2017	\$ 95,110	\$ 21,495	1,017	Term
Filled	3020	3020	Chemist	Turner,Stacey D	6/11/2018	\$ 82,326	\$ 18,606	583	Reg
Filled	3020	3020	Medical Technologist	Maza,Connie R.	5/28/2019	\$ 77,237	\$ 17,456	232	Reg
Filled	3020	3020	Chemist	Leach,Samantha M.	9/23/2013	\$ 87,440	\$ 19,761	2,305	Reg
Filled	3020	3020	Chemist	Levitas,Morgan M.	12/26/2017	\$ 72,956	\$ 16,488	750	Reg

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Filled, Vacant or Frozen	Program Code	Activity Code	Position Title	Employee Name	Hire Date	Salary	Fringe	Length of Time with DFS (days)	Reg/Temp/ Term
Filled	3020	1040	Laboratory & Epidemiology Coor	Deot,Nia	1/7/2019	\$ 76,126	\$ 17,204	373	Term
Filled	3020	1040	Medical Technologist	Lowry,Jessica E	10/15/2018	\$ 77,237	\$ 17,456	457	Term
Vacant	2020	2020	Forensic Scientist (Firearms &			\$ 55,230	\$ 12,482		Reg
Filled	2020	2020	Forensic Science Technician (F	Bullock,Shanell C	5/28/2019	\$ 55,230	\$ 12,482	232	Term
Vacant	2020	2020	Forensic Scientist (Firearms &			\$ 55,230	\$ 12,482		Reg
Vacant	3020	3020	Supervisory Medical Technologi			\$ 112,531	\$ 25,432		Reg
						\$ 21,099,966	\$ 4,768,592		

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4b. Please provide the Committee with: A list of travel expenses, arranged by employee for FY19 and FY20, to date, including the justification for travel.

Employee Name	Location	Justification for Travel	Travel Expenses
Akanegbu, Carrol	Atlanta, Georgia	2019 Public Health Laboratory Training Conference (PHLTC)	\$1,184.55
Akanegbu, Carrol	Atlanta, Georgia	2020 Public Health Laboratory Training Conference (PHLTC)	\$1,184.55
Arendse, Wayne	New Orleans, LA	NOBLE Conference, Justice: Exploring Principles in Innovation for a More Equitable Future	\$1,325.80
Beaven, Mary	Quantico, VA	IHIA Advanced Homicide Class	\$584.57
Beckman, Jessica	Annapolis, MD	Dealing Effectively with Unacceptable Employee Behavior	\$183.68
Beckman, Jessica	Annapolis, MD	Dealing Effectively with Unacceptable Employee Behavior Training Seminar	\$183.68
Blackwell, Reginald	Silver Spring, MD	Lab Curriculum Framework Workgroup	\$864.67
Blackwell, Reginald	Tampa, Florida	PulseNet/OutbreakNet East Coast Regional Meeting	\$1,228.70
Brown, Kiandra	Richmond, VA	CBDIAI Conference	\$649.49
Brown, Kiandra	Fairfax, VA	Palm Print Comparison Techniques	\$461.80
Ciacco, Samantha	Baltimore, MD	American Academy of Forensic Science (AAFS)	\$715.00
Courtney, Colleen	Denver, Colorado	2019 Emerging Leaders Program (ELP) Cohort 11 Meeting	\$1,299.45
Courtney, Colleen	Atlanta, Georgia	2019 Epidemiology and Laboratory Capacity (ELC) for Infectious Diseases Annual Meeting	\$1,235.56

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Employee Name	Location	Justification for Travel	Travel Expenses
Courtney, Colleen	Richmond, Virginia	2019 Mid-Atlantic Public Health Bioinformatics Training	\$818.65
Cunanan, Abigail	Atlanta, Georgia	PulseNet Laboratory Workshop for Whole Genome Sequencing using the Illumina MiSeq platform	\$1,664.85
Daniels, Erin	Quantico, VA	IHIA Advanced Homicide Class	\$450.60
Deot, Nia	Atlanta, Georgia	2019 Public Health Laboratory Training Conference (PHLTC)	\$1,404.55
Deot, Nia	Atlanta, Georgia	2019 Public Health Laboratory Training Conference (PHLTC)	\$1,404.55
Deot, Nia	St. Louis, Missouri	APHL 2019 Annual Meeting	\$2,649.53
Edwards, Denise	San Francisco, CA	2019 ASM Microbe	\$3,716.20
Edwards, Denise	San Francisco, CA	2019 ASM Microbe	\$3,761.50
Elder, Cory	Ottawa Ontario, Canada	Evofinder technology	\$1,204.89
Enad, Jonah	Baltimore, MD	American Academy of Forensic Science (AAFS)	\$615.00
Everett, Kimberley	Richmond, VA	Property Room Management Training Seminar	\$817.25
Feko, Mahkaping	Chicago, Illinois	AMT 81th Educational Program and National Meeting	\$1,754.83
Fudge, Kristy	Arlington, VA	FOR500 Windows Forensic Analysis Course at the Cyber Threat Intelligence Summit and Training 2019	\$6,610.00
Goolsarran, Nandani	Quantico, VA	IHIA Advanced Homicide Class	\$602.01

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Employee Name	Location	Justification for Travel	Travel Expenses
Hickey, Stephanie	Prague, Czech Republic	Biennial meeting for the International Society for Forensic Genetics	\$3,388.89
Hopkinson, Krystyna	Norman, Ok	CODIS Conference	\$1,080.02
Hopkinson, Krystyna	St. Louis, MO	American Society of c/rime Lab Directors (ASCLD) Annual Symposium	\$913.04
Hopkinson, Krystyna	Norman, OK	Spring CODIS State Administrator Meeting	\$1,080.02
Hopkinson, Krystyna	St. Louis, MO	ASCLD Annual Symposium	\$913.04
Jackson, Olin	Berkley, California	2019 Spring LRN-C Biannual Technical Meeting	\$1,601.90
Jackson, Olin	Redwood City, California	Customized Training Course on Using Sciex X500R & 6500+ for Forensic Analysis	\$2,736.62
Jones, Brandon	Morgantown, West Virginia	Mid-Atlantic Association of Forensic Scientists (MAAFS)	\$832.24
Jones, Brandon	Baltimore, MD	American Academy of Forensic Science (AAFS)	\$728.36
Jones, Brandon	Morgantown, WV	MAAFS	\$832.24
Kasumba Muhangi, Akil	Richmond, VA	Cellebrite Advanced Smartphone Analysis Training Course	\$3,094.86
Kiehlbauch, Julia	Atlanta, Georgia	2019 Epidemiology and Laboratory Capacity (ELC) for Infectious Diseases Annual Meeting	\$1,505.64
Kiehlbauch, Julia	Atlanta, Georgia	APHL Bio risk Management Workshop	\$961.40
Kiehlbauch, Julia	St. Louis, Missouri	APHL 2019 Annual Meeting	\$1,962.72

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Employee Name	Location	Justification for Travel	Travel Expenses
Kiehlbauch, Julia	Bethesda, Maryland	Biodefense World Summit 2019	\$1,099.00
Kiehlbauch, Julia	Baltimore, Maryland	Antimicrobial Resistance Network Regional Laboratory and Epidemiology Meeting	\$730.29
Krause, Michael	Washington, DC	Annual Quality and Productivity Research Conference	\$480.00
Lowry, Jessica	San Francisco, CA	2019 ASM Microbe	\$2,641.32
Malikey, Abdel	Washington, DC	Linguistic Enhancement skills	\$601.44
Malikey, Abdel	Orlando, Florida	LEIU & IALEIA Joint Training Conference	\$1,477.96
Malikey, Abdel	Washington, DC	Linguistic Enhancement skills	\$493.44
McCarroll, Matthew	Tampa, Florida	PulseNet/OutbreakNet East Coast Regional Meeting	\$1,127.24
McCarroll, Matthew	Atlanta, Georgia	2019 Epidemiology and Laboratory Capacity (ELC) for Infectious Diseases Annual Meeting	\$1,205.58
McCarroll, Matthew	St. Louis, Missouri	APHL 2019 Annual Meeting	\$2,355.93
McCloud, Tyzahvon	Richmond, VA	Property Room Management Training Seminar	\$710.24
McKnight, Rakeiya	Bethesda, Maryland	BioTech 71: Project Management Training for Scientists	\$799.00
McKnight, Rakeiya	Bethesda, Maryland	Biodefense World Summit 2019	\$1,099.00
Merid, Sosina	Bethesda, Maryland	Biodefense World Summit 2019	\$1,099.00

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Employee Name	Location	Justification for Travel	Travel Expenses
Peters, Christina	Reno, Nevada	IAI International Education Conference	\$1,858.25
Pfiffner, Katherine	Fairfax, VA	Palm Print Comparison Techniques	\$459.51
Pope, Johnathan	St. Louis, MO	American Society of Crime Lab Directors (ASCLD) Annual Symposium	\$1,671.93
Pope, Johnathan	St. Louis, MO	ASCLD Annual Symposium	\$1,671.93
Pope, Johnathan	Annapolis, MD	FMLA Seminar	\$219.38
Pope, Johnathan	Ottawa Ontario, Canada	Evofinder technology	\$1,182.28
Raj, Pushker	San Antonio, Texas	AMP Annual Meeting & Expo	\$1,327.37
Raj, Pushker	Atlanta, Georgia	11th National Conference on Laboratory Aspects of Tuberculosis	\$1,456.34
Raj, Pushker	Savannah, GA	ASM Clinical Virology Symposium	\$1,696.51
Raj, Pushker	St. Louis, Missouri	4th Annual Influenza Surveillance Workshop APHL 2019 Annual Meeting	\$2,348.15
Raj, Rashee	Richmond, VA	Forensic Lab Counsel Training	\$513.73
Reedy, Jacquie	Scottsdale, Arizona	Justice Trax LIMS User	\$2,490.63
Ruiz Reyes, Jakeline	Las Vegas, NV	2019 Shot Show	\$1,477.77
Ryan, DeAnna	Quantico, VA	IHIA Advanced Homicide Class	\$390.00
Salido, Sandra	Baltimore, MD	American Academy of Forensic Science (AAFS)	\$1,047.10

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Employee Name	Location	Justification for Travel	Travel Expenses
Sensabaugh, Roslyn	San Diego, CA	IDEMIA ANNUAL Conference	\$3,666.44
Short, Luke	St. Louis, Missouri	2019 Preparedness Summit	\$2,772.77
Skillman, Jessica	Prague, Czech Republic	Biennial meeting for the International Society for Forensic Genetics	\$4,288.03
Smith, Dr. Jenifer A.L.	Phoenix, AZ	Forensic Technology Needs-Technology Working Group Meeting	\$782.98
Smith, Todd	Richmond, VA	Forensic Lab Counsel Training	\$670.17
Talley, Terri	Fairfax, VA	Palm Print Comparison Techniques	\$481.42
Taylor, Glen	Albany, New York	Urine Hg ICP-MS Training	\$838.75
Tran, Anthony	Atlanta, Georgia	2019 HIV Diagnostics Conference and the HIV, HCV and Syphilis Diagnostic Testing Workshop.	\$1,621.61
Tran, Anthony	Berkley, California	2019 Spring LRN-C Biannual Technical Meeting	\$1,773.90
Tran, Anthony	Atlanta, Georgia	2019 APHL/CDC Policy Symposium	\$757.29
Tran, Anthony	Savannah, GA	ASM Clinical Virology Symposium	\$2,248.88
Tran, Anthony	Savannah, GA	ASM Clinical Virology Symposium	\$2,248.80
Tran, Anthony	St. Louis, Missouri	APHL 2019 Annual Meeting	\$2,613.30
Tran, Anthony	San Francisco, CA	2019 ASM Microbe	\$3,337.55

ATTACHMENT C

Employee Name	Location	Justification for Travel	Travel Expenses
Tran, Anthony	San Diego	Diagnostic Testing for HIV: Implementation and Quality Assurance Tips for the Clinical Lab	\$1,333.15
Tran, Anthony	Houston, TX	Diagnostic Testing for HIV: Implementation and Quality Assurance Tips for the Clinical Lab	\$863.23
Turner, Stacy	Baltimore, MD	American Academy of Forensic Science (AAFS)	\$310.00
Walraven, Tracy	St. Louis, MO	American Society of c/rime Lab Directors (ASCLD) Annual Symposium	\$1,809.18
Walraven, Tracy	Annapolis, MD	FMLA Seminar	\$201.50
Walraven, Tracy	St. Louis, MO	ASCLD Annual Symposium	\$1,809.18
Walraven, Tracy	Annapolis, MD	FMLA Compliance Update Seminar	\$218.70
Walraven, Tracy	New Orleans, LA	NOBLE Conference, Justice: Exploring Principles in Innovation for a More Equitable Future	\$1,325.80
Welti, Susan	Norman, Ok	CODIS Conference	\$695.49
Welti, Susan	Norman, Ok	CODIS Conference	\$1,097.95
Welti, Susan	Prague, Czech Republic	Biennial meeting for the International Society for Forensic Genetics	\$4,173.69
Wiggins, Karen	St. Louis, MO	American Society of Crime Lab Directors (ASCLD) Annual Symposium	\$1,857.79
Wiggins, Karen	St. Louis, MO	ASCLD Annual Symposium	\$1,857.79

ATTACHMENT C

Employee Name	Location	Justification for Travel	Travel Expenses
Wiggins, Karen	New Orleans, LA	NOBLE Conference, Justice: Exploring Principles in Innovation for a More Equitable Future	\$625.00
Wilkinson, Cynthia	San Diego, CA	IDEMIA ANNUAL Conference	\$3,666.44
Zelaya, Elizabeth	Richmond, Virginia	2019 Mid-Atlantic Public Health Bioinformatics Training	\$859.86
Zelaya, Elizabeth	Richmond, VA	2019 Mid Atlantic Public Health Bioinformatics Training	\$859.86
Zelaya, Elizabeth	Atlanta, Georgia	Pulse Net Bio Numerics Workshop	\$1,375.81
Zelaya, Elizabeth	Bethesda, Maryland	BioTech 45: Bioinformatics Analysis of Next Generation Sequencing Data	\$995.00
Zelaya, Elizabeth	Honolulu, Hawaii	CaliciNet User Meeting and Norovirus Lab Workshop	\$2,913.20

ATTACHMENT D

10. Please list all capital projects in the financial plan for the agency or under the agency’s purview in FY19 and FY20, to date, and provide an update on each project, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

a.

Project: LIM20C 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 2020	\$3,600,000	\$434,259	\$3,165,741
FY 2019	\$500,000.00	\$230,502	\$269,498
Timeline:	In FY19, DFS procured a contract for a project team to support the review of needs and identify requirements for the implementation of the laboratory information management system. In FY20, DFS plans to award a contract from the recommendations of the project team and start the implementation, customization and integration of the new LIMS program. This project is on target to finish by FY21 Q1.		

ATTACHMENT D

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
FY 2020	\$2,000,000	\$843,556	\$1,156,444
FY 2019	\$802,629.00	\$124,496	\$678,133
Timeline:	In FY19, The Forensic Technology Unit within DFS purchased digital evidence storage for high-volume, unstructured data. Additionally, DFS worked with Department of General Services to identify an in-rack, fire suppression system to protect critical servers in the event of a fire; due to the nature of items DFS houses, DFS required an alternative system to suppress fire should it occur within the Consolidated Forensic Laboratory. In FY20, DFS is implementing the fire suppression system. This part of the project is expected to be complete at the end of Q2.		

Project: HDW02C Laboratory & Hospital Equipment			
Description: This project is needed to fund the replacement of mission critical instruments and equipment that has become obsolete or in disrepair.			
Fiscal Year	Allotments	Spending	Balance
FY 2020	\$80,000	\$67,167	\$12,833
FY 2019	\$140,000	\$97,118	\$42,882
Timeline:	In FY19, DFS replaced several instruments and equipment for the Public Health Laboratory to include: the Tecan NGS upgrade; a Microplate Washer that washes reagents in between steps; a MagNA Pure 24 Extraction that will automate extractions; In FY20, DFS replaced several equipment and instruments for the Forensic Science and Public Health Laboratories to include: a Sumuri Talino Forensic Workstation to process digital evidence faster; a Veriti Thermal Cycler, that allows sequencing of protocols; and a TSX -80F Freezer that is in disrepair and was used to store specimen and reagents.		

ATTACHMENT D

Project: DCI16C Laboratory Equipment Capital Requirement			
Description: DFS transferred \$1,000,000 of FY16 Operating Funds into PAYGO for critical equipment replacement. Prior to this Capital Project, DFS did not have any funds for laboratory equipment replacement. This project will close out in FY20.			
Fiscal Year	Allotments	Spending	Balance
FY 2020	\$0	\$0	\$0
FY 2019	\$0	\$0	\$419
FY 2018	\$0	\$66,000	\$419
Timeline:	Project closed.		

Project: DC119C DFS Capital & IT Equipment			
Description: DFS laboratory and IT equipment were purchased prior to the building's opening in 2012. Until 2017, there has not been a capital plan to procure new instruments and equipment for the agency. 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 2020	\$347,000	\$214,357	\$132,679
FY 2019	\$1,210,620.00	\$1,208,895.84	\$1,724.16
Timeline:	In FY19, DFS procured the following instruments and equipment: heat humidity chambers, blood culture instruments, comparison microscopes, alternate light source, all-in-one secured printers, QIAcube system, and radios from the Office of Unified Communications. All of these instruments and equipment continues to allow DFS to continue unbiased and stronger science.		

ATTACHMENT D

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. Additionally DFS conducted a design and study to construct a package screening area.			
Fiscal Year	Allotments	Spending	Balance
FY 2020	\$0	\$0	\$0
FY 2019	\$0	\$0	\$0
FY 2018	\$200,000	\$200,000	\$0
Timeline:	Project closed.		

Project: FR019C Capital Renovations (Modernization)			
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. Lastly, the creation of a suite for the Central Evidence Unit and an extension of the Operations Suite to create more efficiencies within the agency.			
Fiscal Year	Allotments	Spending	Balance
FY 2020	\$0	\$0	\$0
FY 2019	\$250,000.00	\$152,827.85	\$97,172.15
Timeline:	In FY19, the rabies laboratory expansion and BSL-3 Suite redesign was completed. Additionally, DFS worked with the Department of General Services to improve the current facility to include the creation of the Central Evidence Unit Suite and Operations suite extension. This extension will create more efficient processes at DFS. This project is on target to be completed in FY20 Q3.		

ATTACHMENT D

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 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 2020	\$153,845	\$71,740	\$82,105
FY 2019	\$221,562.00	\$38,496	\$183,066
Timeline:	In FY19, DFS worked with DPW to replace two 10-year-old vans (transferred from MPD), and one vehicle truck. In FY20, DFS will procure 2 mini-vans and one large van to account for the increase in crime scene scientists.		

b. DFS was approved for the following capital projects in FY20

Capital Project Number	Capital Project Title	FY20 Allotment
LIM20C	Laboratory Information Management System	\$3,600,000
DIG19C	Forensic Evidence Digital Storage	\$2,000,000
HDW02C	Laboratory and Hospital Equipment	\$80,000
DCI19C	Capital and IT Equipment	\$347,000
FLE19C	Crime Scene Science Specialized Vehicles	\$153,845

c. For the past two years, DFS has utilized an equipment maintenance program to help with the operating impact each equipment and instrument procured using capital funds. This program consolidates all equipment maintenance for the entire agency.

ATTACHMENT E

13. Please list each grant or sub-grant received by your agency in FY19 and FY20, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

- a. How many FTEs are dependent on grant funding 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?**

In FY 2020, DFS has 15 FTEs dependent on grant funding.

- 5 FTEs are funded by DNA Capacity Enhancement and Backlog program through US DOJ.
- 10 FTEs are funded as sub-grant as intra-District through DC Health.

In FY 2019 DFS had 17 FTEs dependent on grant funding.

- The Crime Gun Intelligence Center grant through MPD was extended into FY19 and expired on 9/30/2019. It funded two FTEs.
- The DNA Capacity Enhancement and Backlog program funded five FTEs.
- The Physical Evidence Recovery Kit Initiative program funded five FTEs.
- The Epidemiology and Laboratory Capacity initiative funded five FTEs.

FY2019					
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.	1/1/17 – 12/31/18	\$561,850	5
US DOJ	FY18 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.	1/1/18 – 12/31/19	\$326,092	5
US DOJ	FY19 DNA Capacity Enhancement and Backlog	Reducing the backlog of biology cases and improving forensic laboratory	01/01/2019-12/31/2020	\$444,052	5

ATTACHMENT E

FY2019					
Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs
	Reduction CEBR Program	Efficiency by increasing laboratory capacity and reducing bottlenecks.			

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.	10/1/16-9/30/19	\$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 D.C. Code 4-561.02(c) and SAVRAA.	10/1/17-9/30/18	\$456,072	3
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

ATTACHMENT E

FY2019					
Sub-Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs
OVSJG	FY17 Paul Coverdell Forensic Science Improvement Grant	Address latent fingerprints backlog	End 12/31/18	\$25,918	0
OVSJG	FY18 Paul Coverdell Forensic Science Improvement Grant	Enhance capability in latent fingerprints	10/1/2018 – 9/30/2019	\$135,980	0
DC Health	FY18 Epidemiology and Laboratory Capacity	Provide various Public Health activities and testing for CDC samples.	8/1/2017- 07/31/2018	\$1,023,562	4
DC Health	FY18 Epidemiology and Laboratory Capacity	Provide various Public Health activities and testing for CDC samples.	08/01/2018 - 07/31/2019	\$884,750	5
DC Health	FY19 CDC Opioid Program	Provide various Opioid testing	10/01/2018 - 09/30/2019	\$1,070,314	0
DC Health	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
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

ATTACHMENT E

FY2020					
Sub-Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs
US DOJ	FY19 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.	01/01/2019 - 12/31/2020	\$444,052	5
US DOJ	FY18 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.	1/1/18 – 12/31/19	\$326,092	5
DC Health	FY20 Epidemiology and Laboratory Capacity	Provide various Public Health activities and testing for CDC samples.	10/01/2019 - 09/30/2020	\$584,404	5
DC Health	FY20 Public Health Emergency Preparedness Grant PHEP20N/20	Provide various Public Health activities and testing for CDC samples.	10/1/2019 – 09/30/2020	\$712,000	0
DC Health	Hospital Preparedness Program (HPP) Ebola Supplement	Provide various activities related to Ebola Supplement	10/1/2019 – 09/30/2020	\$101,000	0
DC Health	FY20 CDC Opioid Program	Provide various Opioid testing	10/1/2019 – 09/30/2020	\$399,842	0
OVSJG	FY20 OVSJG Consolidated RFA (PERK Grant)	Employ a total of five (5) Forensic Biologists to process Sexual Assault Kits in a timely manner to	10/01/2019 - 09/30/2020	\$553,192	5

ATTACHMENT E

FY2020					
Sub-Grantor	Grant Name	Purpose	Grant Period	Grant Amount	FTEs
		comply with D.C. Code 4-561.02(c) and SAVRAA.			
OVSJG	FY18 Paul Coverdell Forensic Science Improvement Grant	Enhance capability in latent fingerprints	1/1/2020 – 12/31/2020	\$135,980	0

ATTACHMENT F

15. 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.**

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
Competitive	Jonathan Pope	Ron Smith & Associates	Firearm Toolmark Examiner	0100 & 0700	6/1/2017-5/31/2018	\$550,000

ATTACHMENT F

FY2018						
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
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	Jonathan Pope	Ron Smith & Associates	Latent Fingerprint Analysis	0100	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

ATTACHMENT F

FY2019						
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
Competitive	Andrea Borchardt	Verogen	Next Generation Sequencing	0100	1/16/2019-7/14/2019	\$60,000
Competitive	Luke Short	Gerstel	Gerstel Agilent Instrumentation	0700	1/21/2019-9/30/2019	\$557,000
Cooperative Agreement	Dr. Anthony Tran	The Remi Group	Equipment Maintenance Program	0100 and 0700	10/1/18-9/30/19	\$592,595.52
Competitive	Tracy Walraven (replaced Andrea Borchardt)	Verogen, Inc.	Ultra High Pressure Liquid Chromatography	0100	Option Period Two (2) – 7/15/19 - 1/15/20	\$60,000.00
Competitive	Travey Walraven for Andrea Borchardt	Signature Science, LLC	Forensic DNA Testing	0100 and 8200	Option Period One (1) – 6/24/19 – 6/23/20	NTE \$2,290,135 (this is the maximum ceiling amount under the IDIQ)
Cooperative Agreement	Dr. Colleen Courtney (replacing Dr. Tran)	The Remi Group	Equipment Maintenance Program	0100 and 0700	Option Period One (1)	NTE \$592,595.52
Competitive	Matthew McCarroll	Multi-Award Solicitation resulting in the following contracts: Aerobodies, Inc.; Midtown Personnel, Inc.; Ross Professional Services, LLC	Temporary Medical Personnel Staffing	0100 and 0700	Base Period – 8/28/19 – 8/27/20	NTE \$1,304,636.59; \$1,281,587.60; \$955,226.48 (these are the maximum ceiling amount under the IDIQ)
GSA	Tracy Walraven	Corner Alliance Incorporated	Laboratory Information Management System (LIMS) Consultative Services	0304	7/19/19 – 7/18/20	\$149,820.45

ATTACHMENT F

FY2019						
Competitive or Sole	Contract Administrator	Vendor	Service	Funding Source	Contract Term	Contract Amount
Competitive	Jessica Beckman	Ron Smith & Associates	Latent Fingerprint Analysis	0100	Option Period Two (2) – 6/1/19 – 5/31/20	NTE \$595,000.00
Sole Source	Dr. Colleen Courtney	Life Technologies	Ion Chef System (for simplified automated next generation sequencing)	0700	9/4/19 – 9/30/19	\$139,949.50
Exempt from Competition	Dr. Luke Short	GERSTEL, Inc.	2 Liquid Handlers in conjunction with 2 Gas Chromatography Mass Spectrometers	0700	1/17/19 – 9/30/19	\$557,192.27
Competitive	Jonathan Pope	Ron Smith and Associates	Firearm Tool Mark Examiners	0100 and 0700	Option period two (2)	NTE \$575,000
Competitive	Dr. Luke Short	Compliance Control, Inc.	Temperature Monitoring System	0100	Base period – 3/25/19 – 3/24/20	\$69,750.00
Competitive	Tracy Walraven (replaced Andrea Borchardt)	Bode Cellmark Forensics, Inc.	DNA Forensic Testing	0100, 0700 and 8200	Option Period One (1) – 5/28/19 – 5/27/20	NTE \$3,048,106.50 (this is the maximum ceiling amount under the IDIQ)
GSA	Dr. Luke Short	Waters Technology Corporation	Acquity DART-QDA System	0300	4/4/19 – 9/30/19	\$174,532.26

ATTACHMENT G

19. Please list the administrative complaints or grievances that the agency received in FY19 and FY20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY19 or FY20, to date, describe the resolution.

The Department of Forensic Sciences (DFS) received the following grievance from individual employees in FY19:

- An employee brought a time-barred grievance challenging the requirement that employees must participate in a DFS committee as part of their annual performance plans. Because the matter was time-barred, it was not accepted as a grievance.

The Department of Forensic Sciences (DFS) received the following grievance from The American Federation of Government Employees (AFGE):

- The union brought a grievance seeking Local Environment Pay for a specific class of employees excluded from eligibility by DCHR. DFS advised that the matter is not grievable because DFS does not have the authority to change that designation. DFS understands that AFGE brought the matter forward with OLRCB, where it is still being reviewed. DFS supports the union's LEP request, and has in the past sought permission to provide the requested pay.

The Department of Forensic Sciences received the following grievance from 1199 SEIU United Healthcare Workers East:

- The union brought a grievance seeking to prevent employees from being required to testify while on approved leave. DFS explained that the agency has not ordered employees to return from approved leave to testify, and that it is instead the court (through the subpoenaing attorney) ordering an employee to return from approved leave to testify. As a result, DFS lacks the authority to resolve the grievance, and therefore declined to accept it into the grievance process.
-

The Department of Forensic Sciences received the following grievances from NAGE Local R3-09:

- The union brought a secret grievance outside established channels, in violation of an established past practice, and to a departing management employee two days before her final day with the agency. The union has refused to describe the contents of the grievance. The grievance was abandoned after the Informal Step, when the union failed to initiate a Step One grievance within the required time frame.
- The union brought a time-barred grievance seeking leave restoration for employees alleged wrongfully to have been denied approved court leave. Because the matter was time barred, it was not accepted as a grievance. However, DFS performed a voluntary review of the employees' records and confirmed that neither as entitled to leave restoration or additional leave.

ATTACHMENT G

- A grievance internal to NAGE was inadvertently sent to a DFS Division Director. DFS reached out to NAGE to confirm NAGE did not intend to bring the matter as a grievance. NAGE confirmed it was an internal matter, and DFS closed out its involvement in the matter.
- The union brought a grievance alleging a unit manager erroneously referred to a minimum-staffing restriction on leave requests for a given day as “leave restriction.” DFS clarified the meaning of the communication from the unit manager, and the grievance was resolved at the Informal Step.
- The union brought and then withdrew a grievance alleging a failure to provide promised training opportunities sufficiently in advance of an internal mock trial examination.
- The union brought a grievance alleging denial of union representation. DFS explained that union representation was not available as the interview in question could not lead to discipline, and did not in fact lead to any discipline. The matter was abandoned before reaching arbitration.
- The union brought a grievance alleging a short-changing of Administrative Closing Worked pay on a given day. DFS reviewed the matter with other agencies and provided the pay in question.
- The union brought a grievance challenging a change in the operating hours of the Central Evidence Unit on public holidays. The grievance was resolved when the parties agreed that the proper protocol for such changes under the Collective Bargaining Agreement is 14-day schedule change notice.
- The union brought a grievance alleging an employee was not given effective 14-day notice of a scheduling change because (1) the scheduling change did not include reasons for the change, and (2) because the notice could be construed as contingent. The grievance was resolved when the parties agreed that the employee would report in accordance with the noticed scheduling change, that there are no formal requirements of a 14-day notice apart from those elements necessary to provide actual notice to the employee, that reasons need not be supplied affirmatively but must be supplied if requested by the employee, and that as a record-keeping measure—rather than as a formal requirement—DFS would continue to make scheduling change notices in writing.
- The union brought a grievance alleging they did not receive a regular report of new employees for several months. DFS provided the reports and the matter was resolved at the Informal Step.
- The union brought a grievance alleging unfairly severe discipline of an individual for failure to render a fire arm safe before submitting for processing. It is the position of DFS that the discipline was appropriate and in keeping with that given for other employees’ failures to render safe. The internal grievance procedure has been completed, and the matter is pending arbitration.
- The union brought a grievance alleging insufficient notice before the scheduling of Central Evidence Unit mock trial examinations. DFS declined to accept the matter as a grievance because it arose from materials outside the

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relevant collective bargaining agreement. Additionally, all member of the Central Evidence Unit have now passed the mock trial examination.

- The union improperly attempted to skip procedural steps for a non-class grievance, in violation of the collective bargaining agreement. As a result, DFS refused to accept the matter into the grievance process for failure to comply with the collective bargaining agreement's procedural requirements.
- The union brought a grievance alleging a term, grant-funded employee was entitled to conversion to permanent status. The grievance was mooted when the employee competed for and accepted a separate career service position.
- The union brought a grievance demanding an interpretation from DFS as to the definition of the term "render safe." DFS advised that this is not a grievance, it is an information request. As a result, the agency refused to accept the matter as a grievance, and provided the requested information through the information request procedure.
- The union brought a grievance on behalf of an employee who failed a PIP and was transferred to a non-evidence-handling position at the same grade and higher pay. DFS declined to accept the matter as a grievance because Chapter 14 performance management falls outside the scope of the grievance procedure, and because the employee experienced no loss of grade, pay, or rank. The union abandoned the grievance process after Step 2, and included the complaint into a larger Unfair Labor Practice allegation which is explained further, below.
- The union brought a grievance on behalf of an employee who felt she had been singled out at a roll call in a negative way as the result of her union activities. The grievance was resolved at the Informal Step when DFS sent an email to the relevant division's employees reiterated that employees should never be singled-out or retaliated against in any way for their involvement in union activities.
- The union brought a grievance on behalf of an employee who believed there was an error in tabulating her rubric score on the Central Evidence Unit mock trial examination. While the matter was pending, it was mooted by the employee's successful completion of the examination.
- The union improperly attempted to skip procedural steps for a non-class grievance, after having properly brought the grievance at the Informal Step. As a result, DFS refused to accept the grievance at the latter step, and in keeping with the collective bargaining agreement considered the matter resolved at the Informal Step.
- The union brought a grievance alleging a reprimand for improperly handling evidence was unfairly severe. The union abandoned the matter after Step 2 of the grievance procedure.
- The union brought a grievance alleging an employee should not have been placed on a performance improvement plan for losing suspected drug evidence collected from a crime scene. DFS refused to accept the matter as a grievance, because Chapter 14 performance management is outside the scope of the collective bargaining agreement. The union later included this matter in

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an Unfair Labor Practice allegation, which is explained in greater detail, below.

- The union brought a grievance alleging an employee was denied union representation at a performance management meeting. DFS refused to accept the matter as a grievance because the employee violated the exclusive remedy provision of the collective bargaining agreement by seeking relief through a parallel process. The union later included this matter in an Unfair Labor Practice allegation, which is explained in greater detail, below.
- The union brought a grievance alleging the agency's information security policy violated union rights. The agency answered the union's concerns about the policy's application, resolving the grievance at the Informal Step.
- The union brought a grievance alleging DFS added additional steps to the grievance procedure by requiring notice to the Labor Liaison. DFS clarified that the Labor Liaison does not hear grievances substantively, he only signs responses to purported grievances when the purported grievance is refused for a procedural reason under the collective bargaining agreement. The matter was resolved at the Informal Step.
- The union brought a grievance alleging the DFS Leave Policy denied otherwise guaranteed court leave. The matter was resolved at the Informal Step when DFS confirmed that the DFS Leave Policy permits the approval of court leave.
- The union brought an Unfair Labor Practice allegation with regard to union representation rights in Chapter 14 performance management. The matter is still pending.

The Department of Forensic Sciences received the following Equal Employment Opportunity (EEO) complaints:

- An employee filed an EEO complaint against their supervisor alleging creation of a hostile work environment and discrimination on the basis of family responsibilities. There was a finding of no discrimination and an exit letter was issued.
- Two employees filed an EEO complaint on the basis of marital status. The complaints arise from DFS's Policy to Minimize the Appearance of Conflicts of Interest. Both matters have proceeded to mediation, and DFS has filed position statements.
- An employee filed an EEO complaint alleging an Individual at DFS used a racially insensitive term. The matter has not yet proceeded to mediation

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.

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.

2019 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Firearms Examination Unit (FEU) evaluated and explored 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 also provided a means by which analysts can report reliable, repeatable and timely objective conclusions aided by validated instrumentation.	In Q4, FEU hosted two members from the Center for Statistics and Applications in Forensic Evidence (CSAFE) who offered their services to provide FEU with a comprehensive validation plan and statistical process model for FY2020. FEU has taken a progressive step in the right direction for 3D metrology and virtual microscopy. FEU has evaluated and explored all workflow applications for the Leeds Evo-Finder Automated Ballistic Identification System in FY2019. FEU received training and qualified all FEU firearms examiners to use the 3D Evo-Finder system. In addition, FEU members had the opportunity to research and evaluate how several key outside laboratories validated their 3D metrology systems. These laboratories included the Federal Bureau of Investigations, the Royal Canadian Police Laboratory and the National Institute of Standards and Technology. Furthermore, the FEU Unit Manager was chosen to be a panelist and speaker at the 2019 ASCLD Symposium, where he shared the EVO-Finder validation process and how it will be implemented in the near future. The ASCLD conference provided excellent opportunities to network with several laboratory directors and gain more insight on validating 3D Metrology systems. As the agency progresses into virtual microscopy, the DFS Firearms Examination Unit will be one of the trailblazers in the firearms industry for 3D Metrology.	The pattern matching forensic disciplines have been heavily criticized for their subjective microscopic conclusions. In response, DFS purchased the Leeds EVO-Finder Automated Ballistic Identification System that, once validated, has enabled firearms examiners to provide expert testimony based on objective conclusions.
The Forensic Chemistry Unit (FCU) established a controlled substance and opioid surveillance program for the District. FCU worked with the DFS Forensic Technology Unit (FTU) to establish a reporting mechanism to summarize the monthly testing results. Additionally, a report was created that highlights the trends and emerging drugs. Routine monthly results are provided to District Stakeholders for all submitted tests. DFS will collaborate with MPD to undertake drug surveillance on additional samples submitted to the FCU.	The FCU has established a controlled substance and opioid surveillance program for the District and are currently performing testing. They are fully staffed and have purchased new equipment to improve case and workflow management such that turn-around times have been significantly reduced. All data are reported into the laboratory information management system (LIMS), which allows for a real-time view of the metrics through the DFS dashboard.	This accomplishment satisfies a major element of LIVE LONG DC strategy. FCU has developed visual reports that highlight the trends of current opioid use, and emerging drugs in the District. These monthly reports are shared with stakeholders at monthly meetings and via email so that multiple agencies are aware of the current street drug availability in the District. As of FY19 Q4, 100% of all seized heroin is being tested by the FCU and reports are sent back to MPD with monthly aggregate results.
Community outreach is critical to DFS' mission. It is the vehicle by which DFS engages with and educates District residents about the work performed in "The People's Lab." The agency strives to build trust in DFS' services within the community. DFS provides building tours, educational outreach to students in kindergarten through the 12th grade (K-12), mentorship and education to those attending local universities and colleges, and partnerships that foster support for self-sustaining science and safer streets.	National Forensic Science Week activities are designed to educate members of the community – who may become potential jurors – about forensics and help them distinguish between real forensic science versus what is portrayed on television. However, the outreach programs have a dual impact in that they provide educational opportunities for students to learn about the agency, but also a genuine connection to the staff. These connections provide DFS staffers with a window into various communities and the impact that can be achieved through the volunteering of time, patience, and care.	DFS' community outreach and engagement programs have provided opportunities for DC residents and families to have a first-hand look at the services the agency provides to support improving the quality of life of families. The engagement has also allowed students and adults with opportunities to see potential career and employment prospects in the sciences. For example, the agency's Men in S.T.E.M." project is a mentorship program for young men here in D.C., who are considered at risk. The program is designed to introduce young men to the various fields in science, from forensic chemistry and biology, to work in digital evidence and firearms.

2019 Key Performance Indicators

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Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
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. (16 Measures)											
Percent of requested homicide cases completed within 60 days from the date the evidence was received in the unit	Quarterly	94.3%	97.5%	90%	99%	99%	98%	99.5%	98.9%	Met	
Percent of OCME samples ordered in microbiology will be tested and reported within 12 business days of receipt in the laboratory	Quarterly	100%	100%	90%	84%	95%	100%	100%	94.8%	Met	
Percent 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	89.8%	100%	90%	99%	99%	100%	100%	99.5%	Met	
Percent of samples ordered in molecular diagnostics will be tested and reported within 72 hours or 3 business days of receipt in the laboratory	Quarterly	New in 2019	New in 2019	90%	100%	100%	75%	No applicable incidents	91.7%	Met	
Percent of Crime Scene Reports completed within 14 calendar days	Quarterly	Waiting on Data	75.3%	95%	88%	96%	91%	94.1%	93.8%	Nearly Met	CSSU staff have this as a performance goal in their annual performance evaluations and CSSU supervisors meet monthly with their squad members and explain the importance of achieving their performance goals. While CSSU did not achieve the goal of 95% in FY19, 92% does represent a 17% improvement over FY18.

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percent of crime scenes responded to within 30 minutes	Quarterly	Waiting on Data	69%	90%	80%	86%	85%	87%	84.5%	Nearly Met	Time of day (morning and evening rush hours) and geographical locations of assignments (distance from DFS) contributed to CSSU not meeting its goal of 90%. However, 85% in FY19 represents a 16% improvement over FY18.
Percent of all firearms will be transferred to the Evidence Control Branch (ECB) within 21 days after all forensic tests are completed	Quarterly	New in 2019	New in 2019	90%	92%	97%	98%	100%	96.8%	Met	
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days.	Quarterly	New in 2019	New in 2019	90%	100%	100%	100%	100%	100%	Met	
Percent of all drugs will be transferred to Evidence Control Branch (ECB) within 30 days after all forensic testing is completed.	Quarterly	New in 2019	New in 2019	90%	98%	100%	100%	100%	99.5%	Met	
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 in the laboratory	Quarterly	New in 2019	New in 2019	95%	100%	96%	100%	100%	99%	Met	
Percent of cases received in the Forensic Chemistry Unit will be tested and reported within 60 days of receipt in the laboratory.	Quarterly	New in 2019	New in 2019	90%	99%	99%	92%	98%	97%	Met	
Percent of proficiency tests received in the Biomonitoring and Analytical Chemistry Unit (BACU) will be completed and passed.	Quarterly	New in 2019	New in 2019	80%	80%	100%	100%	100%	95%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours	Quarterly	New in 2019	New in 2019	90%	100%	100%	100%	100%	100%	Met	
Percent of Chem Lab cases completed within three (3) business days of receipt by unit.	Quarterly	New in 2019	New in 2019	90%	36.3%	29.7%	55%	70.6%	48.6%	Unmet	This is the first full year that the Evidence Processing was integrated into the LFU. Evidence is submitted from Crime Scene Science Division on a 24 hour basis compared to the Evidence Processing that operate during business hours. The challenge to meeting this KPI was identified in the technical and administrative review phase. It is anticipated that this will be resolved in FY20 through the cross training of staff.
Percent of time eligible cartridge casings are entered into NIBIN within two (2) business days of receipt by agency.	Quarterly	New in 2019	New in 2019	90%	40.7%	52.4%	62%	62%	55.3%	Unmet	The evidence moves through multiple units, each with various priority models. Meetings will be established in FY20 with managers within those units to improve and meet the KPI, and therefore, it is anticipated that this KPI will improve in FY20.
Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s).	Quarterly	New in 2019	New in 2019	90%	87%	93%	94%	92%	91.5%	Met	
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. (6 Measures)											
Percent of scientists meeting technical competency requirements	Quarterly	99.5%	100%	95%	100%	100%	100%	98%	99.5%	Met	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percent of safety incident reports submitted to DFS Safety Officer within two business days	Quarterly	92.3%	100%	100%	100%	100%	100%	100%	100%	Met	
Percent of FOIA responses returned on time (15 business days)	Quarterly	New in 2019	New in 2019	100%	100%	100%	100%	100%	100%	Met	
Percent of overtime events preauthorized	Quarterly	New in 2019	New in 2019	80%	No data available	No data available	No data available	No data available	No data available		
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Quarterly	New in 2019	New in 2019	100%	100%	100%	100%	93%	98.3%	Nearly Met	One (1) QCAR from PHL, out of 14 QCARs opened within DFS for FY19 Q4, did not have the situation and root cause analysis sections completed within 30 days.
Percent of FOIA responses returned early (before 15 business days)	Quarterly	New in 2019	New in 2019	100%	100%	75%	40%	100%	73.3%	Unmet	DFS received three voluminous media requests which took an extended amount of time to process and redact for the requester. That caused the "early return" numbers to decline.

3 - Create and maintain a highly efficient, transparent and responsive District government. (8 Measures)

HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	No Target Set	
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	No Target Set	

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data		
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)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Not Available	No Target Set	
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)	Annually	New in 2019	New in 2019	Not Available	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Annually	New in 2019	New in 2019	New in 2019	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	No Target Set	

*The HR management, financial Management, IT policy and FOIA compliance, and Contracts and Procurement measures were collected for all mayoral agencies in FY 2019. OCA calculates these measure based on summary-level data from various agencies, and cannot verify the accuracy of any calculations that were made to the source data prior to its receipt by OCA. The 2019 DC Enterprise Data Inventory (EDI), which contains data on "open" data sets published on DC's Open Data Portal, is current as of March 9, 2019. Due to data lags, FY 2019 data for the following core business measures will be published in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

2019 Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
1 - Conduct professional and expedient crime scene responses, collection, and storage of evidence. and evidence collection (2 Measures)							
Number of evidence items received	88,683	74,360	17,798	18,178	19,861	21,416	77,253
Number of crime scenes processed	7196	5874	1483	1397	1660	2002	6542

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
1 - Conduct timely forensic analysis (10 Measures)							
Number of service requests from stakeholders	3724	3927	1021	1002	1056	1115	4194
Number of CODIS database hits	156	209	37	53	61	78	229
Number of NIBIN database hits	385	835	187	233	178	177	775
Number of AFIS database entries	9035	9179	1985	1526	1502	2225	7238
Number of CODIS database entries	433	581	138	172	139	203	652
Number of NIBIN database entries	4136	3667	891	1047	1131	1188	4257
Number of AFIS database hits	1516	2097	354	373	356	470	1553
Number of firearms processed for test fire	2226	1995	450	571	589	619	2229
Number of Gigabytes of data processed	New in 2019	New in 2019	14,180	18,936	45,796	35,228	114,140
Number of items Chem Lab processed	New in 2019	New in 2019	2446	5487	6282	5590	19,805
1 - Provide timely testing of pathogens of public health significance (3 Measures)							
Number of tests performed for each recieved public health sample	3505	4133	1485	2950	2210	3036	9681
Number of validation efforts performed	31	38	Annual Measure	Annual Measure	Annual Measure	Annual Measure	28
Number of Proficiency Tests performed	79	167	7	9	17	13	46
2 - Monitor quality compliance with certification requirements (3 Measures)							
Number of Quality Corrective Action Requests opened	109	60	8	11	7	14	40
Number of stakeholder complaints received	4	0	0	0	0	0	0
Number of internal audits	4	5	1	3	4	5	13
2 - Offer training curriculum for professional development (1 Measure)							
Number of training hours completed by employees	2220	3400	116	544	2206	843	3709
2 - Oversee the laboratory environment is both safe and healthy for staff (1 Measure)							
Number of safety incidents reported	41	23	7	7	9	4	27
3 - Efficiently procure vital services and resources (1 Measure)							
Number of requisitions submitted into PASS	364	290	87	89	75	72	323
3 - Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (1 Measure)							
Number of IT service requests received	3921	3479	651	808	890	604	2953
3 - Provide legal advice to the agency and facilitate stakeholder engagement (4 Measures)							
Number of Subpoenas received and uploaded to LIMS	Waiting on Data	926	341	433	406	364	1544
Number of discovery requests received	Waiting on Data	1081	319	336	300	271	1226
Number of FOIA Requests received	Waiting on Data	16	1	4	5	5	15
Number of MOA/MOUs the agency enters into with other agencies	Waiting on Data	14	3	5	2	0	10
3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Measure)							
Number of employees on-boarded	72	40	5	11	8	4	28

Operations Header	Operations Title	Operations Description	Type 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. (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
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
FORENSIC SCIENCE LAB UNIT	Conduct timely forensic analysis	The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.	Daily Service
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 - 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 Activities)			
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 maintain 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
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
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

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Conduct professional and expedient crime scene responses, collection, and storage of evidence. and evidence collection (3 Strategic initiatives)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Evaluate the Utilization of the LEICA 3D Scanning Capability	<p>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.</p> <p>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.</p>	Complete	<p>Currently, DFS performs Leica scans on homicide scenes, traffic fatalities, and upon MPD request. DFS spends a significant amount of time both scanning the scenes and in post-production. DFS conducted a training and assessment program with the USAO, OAG, and MPD (Homicide, Major Crash unit and IAD) to identify some of the barriers for integrating the technology. While DFS believes Leica scans are beneficial to investigations and prosecutions, they are under-utilized by our stakeholders at MPD and the US Attorney's Office. DFS will develop a training program and materials to educate stakeholder groups on the benefits of the technology. DFS will also implement a post training program survey assessment to measure its effectiveness and post program usage of technology in their investigations/ prosecutions.</p>	
Digitization of Legacy MPD Crime Scene Records	<p>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 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.</p>	Complete	<p>The Central Evidence Unit (CEU) has conducted the research and design of a digitization process and started the first phase of the digitization process for the MPD crime scene files stored at DFS. CEU has met with three software companies to obtain estimates, timelines, and objectives to develop software for transferring the files. DFS has also met and discussed this project with the DC Archivist, Mr. William Branch. He has provided valuable guidance regarding record retention, record purging, and long-term storage of records. It has been estimated that a scanning application, data base, digital software and the completion of all files will take approximately five years. To date, CEU has inventoried 18,400 files.</p>	
Develop a Quality Assessment System	<p>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.</p>	Complete	<p>DFS developed a quality assessment system using the DFS Dashboard in later September 2019. The system gathers and pulls the relevant data from LIMS for this initiative. In FY20, DFS will evaluate the latent fingerprint data to determine if there are individual performance issues and/or gaps in training around fingerprint processing techniques.</p>	
Conduct timely forensic analysis (5 Strategic initiatives)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
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.	75-99%	NGS team does a lot of outreach with both U.S. and international laboratories to help with implementation decision making. During Q4, the NGS validation analysts begun working their mock casework sets. The data generated from the mock casework sets will aid with implementation as it be used to establish laboratory SOPs and technical worksheets to document the casework data. There is an extremely large volume of data generated from these mock casework sets. The NGS validation analyst have weekly conference calls with the vendor to discuss the results, the format in which the results are displayed, and the impact on laboratory procedures. Currently the DNA Technical Leader is reviewing the NGS mixture validation study. This portion of the validation study involves a review of an enormous amount of data. The mixture validation study involves three (3) sub-set validation studies and each sub-set has 6 to 13 excel workbook tabs of data to review.	A large volume of data has been generated as NGS evaluates 231 DNA locations where as traditional DNA testing evaluates 24 DNA locations. These 231 DNA locations are required to be evaluated in a number of different ways through various sub-validation studies. The following validation studies and milestones were completed in FY19: Lab Training (Part 1 & 2), Competency Testing (Lab), wrote and reviewed 1st validation report (which included three (3) sub-validation studies of the 231 DNA locations), wrote and reviewed 2nd validation report (which included four (4) additional sub-validation studies of the 231 DNA locations), drafted SOPs and worksheets, Quality Metrics Study, and Mixture Study (66% completed). The validation of NGS is anticipated to be completed by the end FY20 Q2.
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.	Complete	"LFU evidence processing team is fully using production Mideo for overall and examination quality images. For LFU examinations – Mideo competency tests were issued and all analysts passed them. All independent case-working latent analysts are using Mideo in casework so implementation of Mideo in LFU is complete. The Mideo SOP has been finalized, approved, and published in Qualtrax. FTU has installed high-performance computers for LFU examiners to run Mideo alongside of vital applications such as LIMS and Photoshop. Final customer notification of Mideo implementation was made and a demo/presentation was done at the DFS Stakeholder meeting, and one was also done separately with USAO and PDS."	
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.	Complete	DEU has crash data capability to add navigation, telematics and infotainment data that can be pulled off a vehicle.	
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.	Complete	DFS has established a new partnership with Trinity University and has incorporated some material into an existing forensic science program. DFS has not received any communication with respect to the UDC minor degree program application. In FY20, DFS will be reintroducing this initiative with a new partner, Trinity Washington University.	DFS was unable to finalize an agreement with UDC, however, DFS approached Trinity University in Washington DC and is working with their Forensic Science program, for an anticipated launch of the program in FY20/Q1.

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
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.	Complete	In Q4, FEU hosted two members from the Center for Statistics and Applications in Forensic Evidence (CSAFE) who offered their services to provide FEU with a comprehensive validation plan and statistical process model for FY2020.	

Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (2 Strategic initiatives)

Integrate DFS LIMS with MPD EMS to Support a Unified System to Track Evidence and Property	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 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.	75-99%	The SOW was awarded to CornerAlliance and work began in mid-August. The team has mapped all DFS processes, interviewed users, obtained reporting requirements, and met with unit and DFS management. The team has also contacted multiple LIMS vendors to match requirements collected from DFS. An initial draft report is expected the first week of October 2019.	The process for selection of awarding of contract took several months. It was awarded in Aug 2019 and a report is expected early Oct 2019
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.	0-24%	Each DFS unit is currently determining its storage requirements over the next few years with the deployment of new technology. Some units will be moving into the digital world by the end of FY19 and are going paperless while other units are maintaining their current levels of storage. Once these estimates are received, a plan will be developed for storage augmentation and the purchase of new hardware to support the new capacities.	It is critical to estimate and project for the agency how much digital storage is needed, especially for new technologies such as Mideo and EvoFinder. These estimates will greatly influence the direction needed for storage capacity. Estimates from projects deployed in FY2019 and the LIMS project will inform project out-years. The LIMS project is still moving forward and estimates will be available for storage in FY20/Q2.

Improve laboratory efficiency through technological advances (1 Strategic Initiative)

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Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete 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.	75-99%	DFS PHL received funding for the Gonococcal Isolate Surveillance Program from the CDC Epidemiological Laboratory Capacity grant and began testing for gonorrhea from the DC Health and Wellness Center. DFS PHL also began a pilot project for testing Chlamydia and Gonorrhea (CT-GC) using a molecular test with improved sensitivity to match what is being offered by private contract laboratories. Verification and implementation of these tests using Aptima Combo 2 assay were completed in the beginning of Q4. In addition to CT-GC testing DFS PHL is looking to add functionality to run molecular testing of laboratory developed tests including gonorrhea susceptibility testing in the future. The DFS PHL and DC Health HAHSTA began monthly meetings to review laboratory data related to the study. This has improved communication between the two groups in addition to ensuring that the clinicians understand the data provided by the laboratory. Addition of another community based clinic for the GISP project is scheduled to begin in October and they will be submitting additional samples for CT-GC testing. Sample collection and submission training was completed in September, 2019.	PHL was not able to offer clinical testing to the DC Health clinics due to the inability to bill patients for Medicaid/Medicare services. The major barrier is gaining permission from the DC Council to form a laboratory fund to directly receive funding from external entities. This funding would support purchasing testing supplies, reagents and equipment needed to perform the anticipated high volume clinical testing for CT-GC, syphilis serology and HIV. Gonorrhea antimicrobial susceptibility (AST) implementation was not able to be offered in FY19 due to being short staffed. In FY20, PHL is fully staffed and plan to implement this testing in Q1.
Monitor quality compliance 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.	Complete	The pre-assessment occurred from August 15-16, 2019. With no findings, the pre-assessment was changed to a scope extension assessment and LFU was granted a scope extension for chemical enhancement on September 25, 2019.	
Offer training curriculum 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.	25-49%	The former Deputy Director departed DFS prior to completing this task. Core leadership curricula will be reviewed by the Office of the Deputy Director next fiscal year.	Project leader left the agency in June 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.	Complete	In FY19, DFS Legal has met with USAO Discovery group to discuss the process. The process was stalled due to the federal gov't shutdown. The agency is replacing the existing Giglio streamlining plan in favor of a broader and deeper review of Giglio practices. This has been conducted with the support and consideration of DFS executive leadership, the MOLC, the USAO and emerging involvement from OAG's prosecutorial arms.	DFS will continue to partner with the USAO on this Strategic Initiative. The participation from the USAO is critical to the completion of this project. The DFS Legal Team will also continue to respond to Giglio requests in the same method as before, while also working to enlist the stakeholder's support for this project.
Update Legal Documents on DFS Website	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 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.	Complete	DFS Legal is starting to upload regular updates to the website. The Open Government and FOIA tab has been redesigned to be more user-friendly. DFS has also reached out to stakeholder agencies for their input on what they would like to see on the site. DFS's hiring of a Communications Director and soon a PIO will help improve the website at a faster pace.	
Provide timely testing of pathogens of public health significance (2 Strategic initiatives)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
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.	Complete	Over the course of FY19 the DC PHL has brought online WGS testing, become certified by CDC for bacterial enteric outbreak surveillance, and built capacity for future WGS testing. The DC PHL now performs and maintains weekly WGS runs to support infectious disease outbreak support. Throughout FY19 we have accomplished major capacity building with agency and federal support including the purchase of 3 additional sequencers designed for viral and additional WGS disease testing. At the very end of Q4 we were finally able to purchase and install the sequencing platform for the viral pipeline and will now be able to perform this goal in FY20. We are losing one of our certified WGS staff and will need to re-train an additional staff member before we can expand our current testing.	
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.	Complete	The FCU has established a controlled substance and opioid surveillance program for the District and are currently performing testing. They are fully staffed and have purchased new equipment to improve case and workflow management such that turn-around times have been significantly reduced. All data are reported into the laboratory information management system (LIMS), which allows for a real-time view of the metrics through the DFS dashboard. Additionally, a statistician was hired to develop and create visual reports that highlight the trends of current Opioid use, and emerging drugs in the District. These monthly reports are shared with stakeholders at monthly meetings and via email so that multiple agencies are aware of the current drug use trends in the District. As of Q4 100% of all seized Heroin is being tested by the FCU and reports are sent back to MPD with monthly aggregate results.	
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Strategic Initiative)				
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).	Complete	DFS team successfully staffed strong candidates in these hard-to-fill, highly-specialized roles.	
Strategically forecast, analyze, and present agency data to determine levels of resource efficiency and goal attainment (1 Strategic Initiative)				
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.	75-99%	DFS revamped the overtime authorization system as a part of the One Stop Shop initiative to support the District's overtime laws and internal agency policies. DFS completed a successful legacy data migration into a new Sharepoint platform, improved workflow designs, and added user-friendly features. The revamped system will ensure a better user experience across various divisions.	DFS continues to work on finalizing this initiative, due to staffing, project and technical issues. This project will also need the assistance of the OCTO Sharepoint architect, who manages multiple projects.

Department of Forensic Sciences FY2020

Agency Department of Forensic Sciences

Agency Code FRO

Fiscal Year 2020

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.

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.

Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
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. (16 Measures)					
Percent of crime scenes responded to within 30 minutes	Up is Better	New in 2018	69%	84.5%	90%
Percent 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	Up is Better	89.8%	100%	99.5%	90%
Percent of Crime Scene Reports completed within 14 calendar days	Up is Better	New in 2018	75.3%	93.8%	95%
Percent of OCME samples ordered in microbiology will be tested and reported within 12 business days of receipt in the laboratory	Up is Better	100%	100%	94.8%	90%
Percent of all firearms will be transferred to the Evidence Control Branch (ECB) within 21 days after all forensic tests are completed	Up is Better	New in 2019	New in 2019	96.8%	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	New in 2019	New in 2019	99.5%	90%
Percent of all jewelry received will be transferred to Evidence Control Branch (ECB) within 14 days.	Up is Better	New in 2019	New in 2019	100%	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 in the laboratory	Up is Better	New in 2019	New in 2019	99%	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	New in 2019	New in 2019	97%	90%

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
Percent of proficiency tests received in the Biomonitoring and Analytical Chemistry Unit (BACU) will be completed and passed.	Up is Better	New in 2019	New in 2019	95%	80%
Percent of high priority biological terrorism and chemical terrorism samples analyzed and reported within 24 hours	Up is Better	New in 2019	New in 2019	100%	90%
Percent of evidence processing cases completed within three (3) business days of receipt by unit	Up is Better	New in 2019	New in 2019	48.6%	90%
Percent of requested homicide cases completed within 60 days from the date the evidence was received in the unit	Up is Better	94.3%	97.5%	98.9%	90%
Percent of time eligible cartridge casings are entered into NIBIN within two (2) business days of receipt by agency.	Up is Better	New in 2019	New in 2019	55.3%	90%
Percent of digital evidence cases completed within five (5) business days of receipt of legal authority and device(s).	Up is Better	New in 2019	New in 2019	91.5%	90%
Percent of samples ordered in molecular diagnostics will be tested and reported within 72 hours or 3 business days of receipt in the laboratory	Up is Better	New in 2019	New in 2019	91.7%	90%
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. (6 Measures)					
Percent of scientists meeting technical competency requirements	Up is Better	99.5%	100%	99.5%	95%
Percent of safety incident reports submitted to DFS Safety Officer within two business days	Up is Better	92.3%	100%	100%	100%
Percent of overtime events preauthorized	Up is Better	New in 2019	New in 2019	Not Available	80%
Percent of FOIA responses returned on time (15 business days)	Up is Better	New in 2019	New in 2019	100%	100%
Percent of QCAR situation and root cause analysis sections completed within 30 business days	Up is Better	New in 2019	New in 2019	98.3%	100%
Percent of FOIA responses returned early (before 15 business days)	Up is Better	New in 2019	New in 2019	73.3%	100%

Core Business Measures

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
3 - Create and maintain a highly efficient, transparent, and responsive District government. (10 Measures)				
Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent	Up is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Percent of local budget de-obligated to the general fund at the end of year	Down is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Quick Payment Act (QPA) Compliance - Percent of QPA eligible invoices paid within 30 days	Up is Better	New in 2019	New in 2019	100%
Human Resource Management - Average number of days to fill vacancy from post to offer acceptance	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft	Up is Better	New in 2019	New in 2019	Waiting on Data

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	Up is Better	New in 2019	New in 2019	100%
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal	Up is Better	New in 2019	New in 2019	Not Available
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management – Percent of new hires that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020
Human Resource Management – Percent of employees that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020

*Mayoral agencies include agencies under the Health and Human Services, Education, Public Safety and Justice, Operations and Infrastructure, Economic Development, and Internal Services clusters. It excludes all independent agencies and select EOM agencies. The HR management, Financial Management, IT Policy and FOIA Compliance, and Contracts and Procurement measures were collected for all mayoral agencies in FY 2019. OCA calculates these measure based on summary-level data from various agencies, and cannot verify the accuracy of any calculations that were made to the source data prior to its receipt by OCA. The 2019 DC Enterprise Data Inventory (EDI), which contains data on "open" data sets published on DC's Open Data Portal, is current as of March 9, 2019. Due to data lags, FY 2019 data for the following core business measures will be published in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

Operations

Operations Header	Operations Title	Operations Description	Type 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. (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
FORENSIC SCIENCE LAB UNIT	Conduct timely forensic analysis	The Forensic Science Laboratory division will conduct coordinated and timely forensic analysis in accordance with industry standards and accreditation guidelines.	Daily Service
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
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
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 Activities)			
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

Operations Header	Operations Title	Operations Description	Type of Operations
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
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
3 - Create and maintain a highly efficient, transparent, and responsive District government. (6 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
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
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
EDUCATION AND GRIEF COUNSELING	Education and Grief Counseling Services	Education and Grief Counseling Services	Daily Service

Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
1 - Conduct professional and expedient crime scene responses, collection, and storage of evidence. and evidence collection (2 Measures)			
Number of evidence items received	88,683	74,360	77,253
Number of crime scenes processed	7196	5874	6542
1 - Conduct timely forensic analysis (10 Measures)			
Number of service requests from stakeholders	3724	3927	4194
Number of CODIS database hits	156	209	229
Number of NIBIN database hits	385	835	775
Number of AFIS database entries	9035	9179	7238
Number of CODIS database entries	433	581	652

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Number of NIBIN database entries	4136	3667	4257
Number of AFIS database hits	1516	2097	1553
Number of firearms processed for test fire	2226	1995	2229
Number of Gigabytes of data processed	New in 2019	New in 2019	114,140
Number of items processed in Evidence-processing unit	New in 2019	New in 2019	19,805
1 - Provide timely testing of pathogens of public health significance (3 Measures)			
Number of tests performed for each recieved public health sample	3505	4133	9681
Number of validation efforts performed	31	38	28
Number of Proficiency Tests performed	79	167	46
2 - Monitor quality compliance with certification requirements (3 Measures)			
Number of Quality Corrective Action Requests opened	109	60	40
Number of stakeholder complaints received	4	0	0
Number of internal audits	4	5	13
2 - Offer training curriculum for professional development (1 Measure)			
Number of training hours completed by employees	2220	3400	3709
2 - Oversee the laboratory environment is both safe and healthy for staff (1 Measure)			
Number of safety incidents reported	41	23	27
3 - Efficiently procure vital services and resources (1 Measure)			
Number of requisitions submitted into PASS	364	290	323
3 - Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (1 Measure)			
Number of IT service requests received	3921	3479	2953
3 - Provide legal advice to the agency and facilitate stakeholder engagement (4 Measures)			
Number of Subpoenas received and uploaded to LIMS	New in 2018	926	1544
Number of discovery requests received	New in 2018	1081	1226
Number of MOA/MOUs the agency enters into with other agencies	New in 2018	14	10
Number of FOIA Requests received	New in 2018	16	15
3 - Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Measure)			
Number of employees on-boarded	72	40	28

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Conduct professional and expedient crime scene responses, collection, and storage of evidence. and evidence collection (1 Strategic Initiative)		
Digitization of Legacy MPD Crime Scene Records	In FY20, the Central Evidence Unit (CEU) will continue working on a digitization process for the preservation, retention, and the retrieval of original MPD crime scene files stored at DFS. In collaboration with the Office of the Secretary, Public Records Section, CEU will review existing laws, rules and retention schedules while creating a database of all the crime scene files.	09-30-2020
Conduct timely forensic analysis (4 Strategic initiatives)		
Develop Firearms Curriculum in Partnership with a local District of Columbia university.	DFS will develop a forensic firearms minor degree curriculum in partnership with a university from the District of Columbia. 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. Currently there is a significant shortage of qualified firearms examiners in the United States of America. This shortage impacts the ability of DFS to find qualified personnel to fill critical positions within the Firearms Examination Unit. Establishment of this program with a local university will build a reliable and continuous source of future firearms examiners who likely reside within the District of Columbia.	09-30-2020
Implementation of the Next Generation Sequencing (NGS) in casework.	The Forensic Biology Unit will implement Next Generation Sequencing (NGS) in casework in an effort to improve the agency's DNA testing capabilities to make DNA interpretations easier. NGS testing will also provide investigative leads concerning probable, ancestry as well as eye and hair color. These DNA testing capability enhancements will have a direct impact on reduce crime in all neighborhoods and reverse the recent spike in homicides by providing greater forensic intelligence supported by validated scientific data. The Forensic Biology Unit will have a minimum of two (2) full-time analysts complete the NGS training program to include competency testing and participate in the required proficiency testing as outlined by the FBI's Quality Assurance Standards for Forensic DNA Testing. These analysts will become fully qualified to perform Next Generation Sequencing on casework.	09-30-2020
Validate the Evofinder as a virtual comparison microscope for firearms examinations	The Firearms Examination Unit (FEU) will validate the Evofinder Automated Ballistic Identification system to use as a virtual comparison microscope in casework. This system is a scanning device that generates 3 dimensional images of bullets and cartridge cases which examiners use for comparison purposes. This makes comparisons easier compared to the traditional method of using a comparison microscope with a 2 dimensional view. By the end of the fiscal year, all qualified firearms examiners will be able to use the instrument in firearms related cases such as homicides. These test methods will provide valuable information and assist in criminal investigations and court proceedings.	09-30-2020
Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7).	The FY19 Crime Gun Intelligence Center (CGIC) 7 District (Ward 8) initiative will broaden in scope to include the 6 District (Ward 7). The Firearms Examination Unit (FEU) will prioritize all fired cartridge cases collected and upload the items into the National Integrated Ballistic Information Network (NIBIN). Searches are conducted with the NIBIN to provide possible leads in firearms related shooting in investigations in the District. The database also contains information of unsolved cases involving firearms. The Department of Forensic Sciences (DFS) will work with Metropolitan Police Department (MPD) to collect all fired cartridge cases to ensure the timely submission of all firearm related evidence.	09-30-2020
Ensures all IT systems and databases are operational and secure for scientists and agency personnel to deliver reports and services to stakeholders (2 Strategic initiatives)		
Selection of new LIMS or Enhanced LIMS for DFS	Based on FY19 initiative for examining the current Laboratory Information Management System (LIMS), DFS will begin the process of consideration and selection of a new or enhanced LIMS.	09-30-2020
Expansion of Forensic Evidence Digital Storage	Augmentation of current FlashBlade storage capability is needed due to increasing demands for digital storage capacity. A load balancing switch will be added and integrated into the DFS architecture.	09-30-2020
Improve laboratory efficiency through technological advances (2 Strategic initiatives)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Expand sexually transmitted disease (STD) testing capabilities and capacity	DC Public Health Laboratory will expand to include syphilis testing in the District. This goal will allow the DC Department of Health (DC Health) to better surveil for sexually transmitted disease (STD) trends in the District. This will also assist DC Health 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.	09-30-2020
Paperless Laboratory starting with the Latent Fingerprint Unit	Space for the storage of numerous paper files at DFS is limited. This initiative will develop a paperless file approach that could be utilized throughout DFS. The Latent Fingerprint Unit (LFU) will be the pilot unit for this effort that will explore a process to eliminate hardcopy case files and create e-copy case files. By converting all MS Word case work documentation to fillable PDF format. Additionally electronic signatures will be incorporated to achieve all ISO 17025 requirements. All documents would be imported into LIMS as an electronic case record. The initiative will explore any difficulties associated with this approach and will make recommendations for supporting quality assurance and quality control documents as well as standard operating procedures.	09-30-2020
Offer training curriculum for professional development (1 Strategic Initiative)		
Establish DFS Training Strategy	Develop DFS Training Strategy to include Individual Training Plans (IDP) that correlate appropriate training to the designated position descriptions	09-30-2020
Oversee the laboratory environment is both safe and healthy for staff (1 Strategic Initiative)		
Expand DFS Knowledge of the Quality System	Expand and track internal quality specific training to increase employee familiarization with the latest laboratory guidelines and regulations.	09-30-2020
Provide timely testing of pathogens of public health significance (3 Strategic initiatives)		
Improve capacity to respond to biological and chemical terrorism and other emerging infectious disease threats	In FY20, the DC Public Health Laboratory will improve its capacity to be prepared for potential bioterrorism and chemical terrorism events, in addition to emerging or re-emerging highly infectious diseases. The initiative will improve the laboratory's ability to conduct accurate and timely testing of these threat agents to ensure that all residents and visitors to DC are kept safe. Evidence of success will also include implementation of new tests that will help to diagnose highly infectious diseases that may be in the District.	09-30-2020
Expand whole Genome Sequencing (WGS) capabilities to assist in outbreak investigations	The DC Public Health Laboratory will expand its Whole Genome Sequencing (WGS) capabilities to transition from targeted viral detection and phylogenetic analysis to a whole genome approach. Furthermore, the DC Public Health Laboratory 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.	09-30-2020
Implementation of testing for drugs of abuse	The DC Public Health Laboratory will implement testing for drugs of abuse to support the Department of Behavioral Health's (DBH) needs for better diagnostics. This testing will provide the opportunity to offer more accurate and detailed information for the DBH clinics so that better assessments and clinical monitoring can be conducted for their client base. Additionally, drug surveillance trends will be provided to both DBH and the Department of Health (DC Health) that will allow for better intervention programs to be conducted.	09-30-2020
Responsible for human capital management and recruitment for DFS and serves as liaison to external entities (1 Strategic Initiative)		
Analyze DFS Attrition and DC Resident Hiring	Analyze Agency attrition and DC Resident hiring using various methods to try and determine the root cause(s) and conduct appropriate analysis to provide charted data for executive review with recommendations for tangible action as needed.	09-30-2020

Attachment J

29. Please list in descending order the top 25 overtime earners in your agency in FY19 and FY20, 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 describe the process the agency uses to determine which employees are granted overtime.

FY 2019								
Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime Pay to Date
2019	2020	2020	00090875	Forensic Intelligence Analyst	Lawrence, Kimberly C	\$ 90,607	\$ 20,568	\$ 12,681
2019	4020	4020	00090878	Forensic Scientist (Crime Scen	Vann, Danielle	\$ 84,894	\$ 19,271	\$ 7,149
2019	4020	4020	00090899	Forensic Scientist (Crime Scen	Wilson, Reginald	\$ 79,930	\$ 18,144	\$ 6,903
2019	4020	4020	00077626	Forensic Scientist (Crime Scen	St. Amand, Sebastian Michael	\$ 95,046	\$ 21,575	\$ 6,261
2019	1090	1090	00077076	Laboratory Director	Arendse, Wayne E	\$ 125,642	\$ 28,521	\$ 6,169
2019	2020	2020	00082723	Forensic Scientist (II)	Kashiwabara, Wendy	\$ 87,376	\$ 19,834	\$ 5,928
2019	4020	4020	00077618	Forensic Scientist (Crime Scen	Bischof, Samantha D	\$ 84,894	\$ 19,271	\$ 5,812
2019	2020	2020	00029182	Forensic Scientist III (DNA Ex	Himrod, Jennifer L	\$ 106,858	\$ 24,257	\$ 5,571
2019	4020	4020	00088252	Forensic Scientist (Crime Scen	Brokaw, Barry	\$ 79,930	\$ 18,144	\$ 5,426
2019	4020	4020	00088254	Forensic Scientist (Crime Scen	Langford, Rodney J	\$ 89,858	\$ 20,398	\$ 5,068
2019	4020	4020	00088268	Forensic Scientist III	Beaven, Mary	\$ 103,905	\$ 23,586	\$ 4,727
2019	4020	4020	00088253	Forensic Scientist (Crime Scen	Fields III, James A	\$ 87,376	\$ 19,834	\$ 4,479
2019	4020	4020	00088258	Forensic Scientist (Crime Scen	Miller, Brianna	\$ 79,930	\$ 18,144	\$ 4,432
2019	2020	2020	00032426	Forensic Scientist III (DNA Ex	Mills, Shana L	\$ 103,905	\$ 23,586	\$ 4,128
2019	2020	2020	00083094	Forensic Scientist (Firearms &	Rachael, Ashley E.	\$ 92,093	\$ 20,905	\$ 4,058
2019	2020	2020	00083072	Forensic Scientist I (DNA)	McNeil, Kamedra D	\$ 70,831	\$ 16,079	\$ 3,776
2019	4020	4020	00011046	Forensic Scientist (Crime Scen	Patton, Precious R	\$ 79,930	\$ 18,144	\$ 3,681
2019	4020	4020	00077628	Forensic Scientist (Crime Scen	Bleach, Carena K.	\$ 84,894	\$ 19,271	\$ 3,457
2019	4020	4020	00045076	Forensic Scientist (Crime Scen	Assayag, Raquel	\$ 79,930	\$ 18,144	\$ 3,221
2019	2020	2020	00033066	Forensic Scientist III (DNA Ex	Ferragut, Julie Marie	\$ 97,999	\$ 22,246	\$ 3,110
2019	4020	4020	00082815	Forensic Scientist (Crime Scen	Jones, April	\$ 82,412	\$ 18,708	\$ 3,107
2019	4020	4020	00088255	Forensic Scientist (Crime Scen	Keisling, Matthew	\$ 89,858	\$ 20,398	\$ 3,023
2019	4020	4020	00087613	Forensic Scientist Shift Super	Price, Erin M	\$ 99,807	\$ 22,656	\$ 2,987
2019	4020	4020	00077635	Forensic Scientist (Crime Scen	Roundtree, Stacy LaShea	\$ 87,376	\$ 19,834	\$ 2,924
2019	4020	4020	00090893	Forensic Scientist (Crime Scen	Manning, Victoria	\$ 79,930	\$ 18,144	\$ 2,904

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FY 2020								
Fiscal Year	Program Code	Activity Code	Position Number	Position Title	Employee Name	Salary	Fringe	Overtime Pay to Date
2020	2020	2020	00032426	Forensic Scientist III (DNA Ex	Mills,Shana L	\$ 107,022	\$ 24,187	\$ 2,751
2020	2020	2020	00082723	Forensic Scientist (II)	Kashiwabara,Wendy	\$ 89,997	\$ 20,339	\$ 2,251
2020	4020	4020	00088261	Forensic Scientist (Crime Scen	Williams,Jerome A	\$ 89,997	\$ 20,339	\$ 2,245
2020	4020	4020	00077618	Forensic Scientist (Crime Scen	Bischof,Samantha D	\$ 87,440	\$ 19,761	\$ 2,214
2020	4020	4020	00090894	Forensic Scientist (Crime Scen	Barnes,Takarah	\$ 82,326	\$ 18,606	\$ 2,160
2020	4020	4020	00088268	Forensic Scientist III	Beaven,Mary	\$ 107,022	\$ 24,187	\$ 1,995
2020	4020	4020	00045076	Forensic Scientist (Crime Scen	Assayag,Raquel	\$ 84,883	\$ 19,184	\$ 1,951
2020	4020	4020	00090891	Forensic Scientist (Crime Scen	Rojas,Janice	\$ 82,326	\$ 18,606	\$ 1,887
2020	4020	4020	00088255	Forensic Scientist (Crime Scen	Keisling,Matthew	\$ 92,554	\$ 20,917	\$ 1,847
2020	4020	4020	00011046	Forensic Scientist (Crime Scen	Patton,Precious R	\$ 82,326	\$ 18,606	\$ 1,766
2020	4020	4020	00077628	Forensic Scientist (Crime Scen	Bleach,Carenna K.	\$ 87,440	\$ 19,761	\$ 1,704
2020	4020	4020	00087924	Crime Scene Analyst	Kimvilakani,Andre M	\$ 89,997	\$ 20,339	\$ 1,614
2020	2020	2020	00083073	Forensic Scientist (DNA)	Booth,Emily	\$ 64,050	\$ 14,475	\$ 1,462
2020	4020	4020	00082645	Forensic Scientist (Crime Scen	Jeter,Kevin W	\$ 89,997	\$ 20,339	\$ 1,430
2020	2020	2020	00083072	Forensic Scientist I (DNA)	McNeil,Kamedra D	\$ 72,956	\$ 16,488	\$ 1,403
2020	4020	4020	00090878	Forensic Scientist (Crime Scen	Vann,Danielle	\$ 87,440	\$ 19,761	\$ 1,390
2020	4020	4020	00045088	Forensic Scientist (Crime Scen	Goolsarran,Nandani D	\$ 87,440	\$ 19,761	\$ 1,311
2020	4020	4020	00090886	Forensic Scientist (Crime Scen	Narowski,Joy	\$ 89,997	\$ 20,339	\$ 1,292
2020	4020	4020	00090893	Forensic Scientist (Crime Scen	Manning,Victoria	\$ 82,326	\$ 18,606	\$ 1,219
2020	4020	4020	00088253	Forensic Scientist (Crime Scen	Fields III,James A	\$ 92,554	\$ 20,917	\$ 1,204
2020	4020	4020	00088254	Forensic Scientist (Crime Scen	Langford,Rodney J	\$ 92,554	\$ 20,917	\$ 1,203
2020	4020	4020	00090892	Forensic Scientist (Crime Scen	Gervasoni,Melissa	\$ 82,326	\$ 18,606	\$ 1,171
2020	4020	4020	00088266	Forensic Scientist III	Ryan,DeAnna M	\$ 100,940	\$ 22,812	\$ 1,150
2020	4020	4020	00088286	Forensic Scientist III	Hansohn II,Edward C	\$ 103,981	\$ 23,500	\$ 1,088
2020	4020	4020	00090896	Forensic Scientist (Crime Scen	Schuster,Rosemarie	\$ 82,326	\$ 18,606	\$ 1,067

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32. Please provide the name of each employee who was or is on administrative leave in FY19 and FY20, to date. In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current

Last Name	First Name	Rpt Dt	TRC	Quantity	Reason
DFS	1	10/10/2018	ADL	2	Training
DFS	1	4/8/2019	ADL	8	Training
DFS	1	4/9/2019	ADL	8	Training
DFS	1	4/10/2019	ADL	8	Training
DFS	2	10/10/2018	ADL	2	Training
DFS	2	10/22/2018	ADL	8	Training
DFS	2	10/23/2018	ADL	8	Training
DFS	2	3/25/2019	ADL	8	Training
DFS	2	3/26/2019	ADL	8	Training
DFS	2	3/27/2019	ADL	8	Training
DFS	2	3/28/2019	ADL	8	Training
DFS	2	3/29/2019	ADL	8	Training
DFS	2	8/12/2019	ADL	8	Training
DFS	2	8/13/2019	ADL	8	Training
DFS	2	8/14/2019	ADL	4	Training
DFS	2	8/15/2019	ADL	1	Training
DFS	2	8/16/2019	ADL	1	Training
DFS	2	11/29/2019	ADL	8	Training
DFS	3	12/24/2019	ADL	4	Training
DFS	4	11/7/2018	ADL	8	Training
DFS	4	12/24/2019	ADL	4	Training
DFS	5	5/22/2019	ADL	2	Training
DFS	6	3/19/2019	ADL	8	Training
DFS	6	3/20/2019	ADL	8	Training
DFS	6	3/21/2019	ADL	8	Training
DFS	6	4/4/2019	ADL	8	Training
DFS	6	4/2/2019	ADL	8	Training
DFS	6	4/3/2019	ADL	8	Training
DFS	7	1/14/2020	ADL	4	Training
DFS	8	7/1/2019	ADL	8	Training
DFS	8	7/2/2019	ADL	8	Training
DFS	8	7/3/2019	ADL	8	Training
DFS	8	7/5/2019	ADL	8	Training
DFS	9	10/10/2018	ADL	2	Training
DFS	9	11/6/2018	ADL	1	Training
DFS	9	11/7/2018	ADL	8	Training
DFS	9	3/29/2019	ADL	8	Training

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Last Name	First Name	Rpt Dt	TRC	Quantity	Reason
DFS	9	4/24/2019	ADL	8	Training
DFS	9	5/22/2019	ADL	2	Training
DFS	10	1/24/2019	ADL	8	Training
DFS	10	1/23/2019	ADL	8	Training
DFS	10	1/25/2019	ADL	8	Training
DFS	10	1/26/2019	ADL	8	Training
DFS	10	1/27/2019	ADL	8	Training
DFS	10	1/28/2019	ADL	8	Training
DFS	11	5/10/2019	ADL	2	Training
DFS	12	12/24/2018	ADL	2	Training
DFS	13	6/21/2019	ADL	8	Training
DFS	13	10/7/2019	ADL	8	Training
DFS	14	5/13/2019	ADL	8	Training
DFS	14	5/14/2019	ADL	8	Training
DFS	14	5/15/2019	ADL	8	Training
DFS	14	5/16/2019	ADL	8	Training
DFS	14	5/22/2019	ADL	8	Training
DFS	15	10/10/2018	ADL	2	Training
DFS	16	4/23/2019	ADL	8	Training
DFS	16	4/24/2019	ADL	8	Training
DFS	16	4/25/2019	ADL	8	Training
DFS	16	4/26/2019	ADL	8	Training
DFS	17	12/24/2019	ADL	4	Training
DFS	18	10/10/2018	ADL	2	Training
DFS	18	4/29/2019	ADL	8	Training
DFS	18	4/30/2019	ADL	8	Training
DFS	18	5/1/2019	ADL	8	Training
DFS	18	5/2/2019	ADL	8	Training
DFS	18	9/10/2019	ADL	8	Training
DFS	18	9/11/2019	ADL	8	Training
DFS	19	10/8/2018	ADL	8	Training
DFS	19	10/9/2018	ADL	8	Training
DFS	19	10/10/2018	ADL	8	Training
DFS	19	10/11/2018	ADL	8	Training
DFS	19	10/12/2018	ADL	8	Training
DFS	19	10/22/2018	ADL	8	Training
DFS	19	10/15/2018	ADL	8	Training
DFS	19	10/16/2018	ADL	8	Training
DFS	19	10/17/2018	ADL	8	Training
DFS	19	10/18/2018	ADL	8	Training
DFS	19	10/19/2018	ADL	8	Training
DFS	19	10/23/2018	ADL	8	Training
DFS	19	10/24/2018	ADL	8	Training

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Last Name	First Name	Rpt Dt	TRC	Quantity	Reason
DFS	19	10/25/2018	ADL	8	Training
DFS	19	10/26/2018	ADL	8	Training
DFS	20	10/10/2018	ADL	2	Training
DFS	20	3/14/2019	ADL	8	Training
DFS	20	4/18/2019	ADL	8	Training
DFS	20	4/17/2019	ADL	8	Training
DFS	20	4/19/2019	ADL	8	Training
DFS	20	5/21/2019	ADL	8	Training
DFS	20	5/22/2019	ADL	8	Training
DFS	20	5/23/2019	ADL	8	Training
DFS	20	6/17/2019	ADL	2	Training
DFS	20	6/18/2019	ADL	2	Training
DFS	20	6/21/2019	ADL	1	Training
DFS	21	10/10/2018	ADL	2	Training
DFS	21	10/12/2018	ADL	8	Training
DFS	22	10/3/2019	ADL	8	Training
DFS	22	10/2/2019	ADL	8	Training
DFS	22	10/4/2019	ADL	8	Training
DFS	23	12/24/2018	ADL	8	Training
DFS	23	12/26/2018	ADL	8	Training
DFS	24	3/13/2019	ADL	8	Training
DFS	24	5/21/2019	ADL	8	Training
DFS	24	5/20/2019	ADL	8	Training
DFS	24	5/22/2019	ADL	8	Training
DFS	24	5/23/2019	ADL	8	Training
DFS	24	6/3/2019	ADL	8	Training
DFS	24	6/4/2019	ADL	8	Training
DFS	24	6/5/2019	ADL	8	Training
DFS	24	6/6/2019	ADL	8	Training
DFS	24	6/7/2019	ADL	8	Training
DFS	24	7/22/2019	ADL	8	Training
DFS	24	7/23/2019	ADL	8	Training

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Last Name	First Name	Rpt Dt	TRC	Quantity	Reason
DFS	24	8/9/2019	ADL	8	Training
DFS	24	8/12/2019	ADL	8	Training
DFS	24	8/13/2019	ADL	8	Training
DFS	25	12/4/2018	ADL	7	Training
DFS	25	12/5/2018	ADL	8	Training
DFS	25	12/6/2018	ADL	8	Training
DFS	25	12/7/2018	ADL	8	Training
DFS	25	7/22/2019	ADL	8	Training
DFS	25	7/23/2019	ADL	8	Training
DFS	25	7/24/2019	ADL	8	Training
DFS	25	7/25/2019	ADL	8	Training
DFS	25	7/26/2019	ADL	8	Training
DFS	26	11/13/2019	ADL	Indefinite	Medical
				865	Hours
				108.13	Days

ATTACHMENT L

Department of Forensic Sciences
Science Advisory Board Meeting
Consolidated Forensic Laboratory – Room 1224
9:00 am. Friday, October 19, 2018

Agenda

Roll Call, Review of Minutes from Previous Meeting, Approval of Minutes

Statutory Functions of the SAB – Mr. Peter Marone, Chairman

SAB Regulations Update – Ms. Rashee Raj, General Counsel

Quality Update – Ms. Brittany Graham, Deputy Director

Public Health Update – Forensic Chemistry Unit – Dr. Tony Tran

- STD Testing
- Transition away from PFGE
- New molecular tests
- FCU Opioid surveillance program

Forensic Science Laboratory Update – Ms. Susan Welti, Technical Lead

- NGS Project
- Forensic Biology Unit

DFS Dashboard – Mr. Reza Safarnejad

Old Business, New Business

Future meetings dates and locations

Closing and Adjournment

ATTACHMENT L

Department of Forensic Sciences Science Advisory Board Meeting Minutes October 19, 2018

The Department of Forensic Sciences (DFS) Science Advisory Board meeting was called to order by board chairman Peter Marone at 9:23 a.m. Board members present included, Dr. Namandjé Bumpus, Dr. Simone N. Gittelson, Mr. John Paul Jones II, Dr. Jeanne Jordan, Ms. Danielle O’Neill and Mr. Robert Thompson.

Dr. Michael Pentella participated in the meeting by way of WebEx conference. A quorum was established to conduct board business and the Minutes from the July 20 meeting were presented and read.

Motion to Approve Minutes: Board Member Jordan **Seconded:** Board Member O’Neill
Motion to Approve Minutes Passed

Statutory Functions of the SAB

Chairman Peter Marone conducted a review of the Science Advisory Board’s enabling legislation, underscoring the board’s responsibilities and reminding DFS of the importance to ensure that board appointments are sufficiently staggered to avoid multiple, simultaneous term expirations.

Given continuing DFS laboratory protocol development and laboratory accreditation, Chairman Marone recommended that the board, by committee, revisit review of the Forensic Chemistry Unit (FCU) drugs protocols and the Digital Evidence Unit (DEU) protocols. The committee assembled for FCU protocols review include: Dr. Namandjé Bumpus (Chair), John Paul Jones II, Danielle O’Neill and Robert Thompson. Committee appointment for DEU protocols review is postponed until December when Board member Jones may report whether there will be potential digital evidence professionals available to serve as volunteers on the DEU protocol review committee. DEU’s focus, at this time, is primarily digital devices consisting of telephones and computers. Key DFS staff contacts for FCU and DEU will be identified by Mr. Paul Reedy.

As the board assembles committees for further review of lab protocols, Dr. Jenifer Smith recommended that the board also consider identification of potential candidates to serve on a committee for the review of ‘Sequencing’ from a public health perspective. Board members Gittelson, Jordan and Pentella agreed to review sequencing.

SAB Regulations Update

DFS General Counsel Rashee Raj reported that the public comment period for the proposed draft Board regulations has concluded and one comment concerning a citation was received. The regulations are currently before the Council of the District of Columbia with an approval resolution. Passive approval is anticipated Friday, December 7, 2018.

Quality Update

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Re-accreditation assessments of the Forensic Chemistry Unit (FCU) and the Forensic Science Laboratory's Firearms Examination Unit (FEU), Forensic Biology Unit (FBU) and Latent Fingerprint Unit (LFU) were conducted during an on-site ANAB inspection August 27 through August 30. Scope expansion was added for DEU and FCU (Heroin Quant – "Seized Drug Quantitation"). The inspection yielded six minor non-conformities, from which one of two non-conformities appealed was accepted by ANAB.

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Action steps to correct the four non-conformities and the one remaining appealed non-conformity not accepted by ANAB are underway and on schedule for completion by the October 30 and December 4 deadlines, respectively. For the third consecutive year, there were no findings of non-conformity for FBU by ANAB or QAS. Similarly, there were no non-conformity findings for FCU for re-accreditation of the new 'Seized Drug Quantitation' accreditation.

Public Health Update

Dr. Anthony Tran, Public Health Laboratory Director, announced that a report released by the CDC disclosed only two DSAT findings instead of six resulting from the unannounced July 10-11 DSAT verification inspection as previously reported in the July 20, 2018, SAB meeting minutes. The findings cited includes HEPA filter replacement and timely annual recertification training of select agent-approved staff. Both findings have been corrected and preventative measures taken.

PHL is entering the final budget year of the lab's Epidemiology Laboratory Capacity (ELC) 5-year cooperative agreement with CDC that was accompanied by an initial award of more than \$705,000.00 to fund ELC projects. The CDC recently approved the division's application that expanded the lab's 10 focus (programmatic) lab areas to 12 and the lab may possibly receive additional ELC funding in a supplemental award of more than \$100,000, prior to the expiration of the cooperative agreement. The PHL's Legionella surveillance funding opportunity facilitated 4 additional Full Time Employees (FTEs). Director Smith credited Dr. Tran for his ingenuity to vigorously pursue funding opportunities for the PHL division and she also noted the importance of demonstrating to the District's Mayor and local lawmakers DFS' efforts to identify and obtain, whenever possible, available resources via federal programs.

The PHL is named among the newly established Mid-Atlantic Consortium of Laboratories, whose member states include Maryland, Virginia, West Virginia, Pennsylvania, Ohio, Delaware and state jurisdiction municipalities. The division is slated to host at least one 2019 in-person meeting at the Consolidated Forensic Laboratory.

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Dr. Pushker Raj, Immunology and Biology Unit Manager, and Dr. Tran conducted a comprehensive review of the Lab's STD testing activities and led a discussion of PHL's Gonococcal Isolate Surveillance Project, a \$16,000 ELC-funded project.

Dr. Colleen Courtney, Chief of Molecular Diagnostics, briefed the board on the unit's outbreak testing for Norovirus, measles and mumps outbreaks, new molecular testing and the acquisition of a new extraction instrument used last summer in Arboviral testing of more than 500 mosquito pools, of which there was 10% positivity for West Nile in the District. Most recently, the lab was instructed by CDC to discontinue all pulsing by January 15, 2019, and that transition from Pulsed-field Gel Electrophoresis (PFGE) to Whole Genome Sequencing (WGS) would be necessary. Advance validation, current funding and staff training should ensure the lab's successful transition.

Dr. Luke Short, Chief, Forensic Chemistry Unit (FCU), reported that the SAFE DC legislation, supported by DFS through the Office of the Attorney General, was signed into law October 5, 2018, as an Emergency Act

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for 90 days. Two additional similar versions are scheduled to cover the gap before the permanent legislation is signed into law. According to Dr. Short, a surge in FCU's caseload is predicted, given the classification of many synthetic cannabinoids under the new law.

For the period covering March 26th 2018 to October 19th 2018, FCU received 475 cases, bringing the total number of items processed to 7835, of which 1069 were tested. The four most common substance categories detected were 31% Cannabinoids (including marijuana), 24% Cocaine, 18% Opioids (including synthetic) and 10% PCP. From 2016 through September 2018, FCU detected the presence of Opioids in 197 submissions; the most commonly detected Opioid is Heroin and the most commonly detected Synthetic Opioid is Fentanyl. By way of a one million dollar CDC grant, the FCU will be augmented by the building of a new opioid surveillance lab. Construction is underway, instrument install is pending and new hires and staff training are planned.

According to Dr. Short, FCU activities and post analysis metric reports suggests that surveillance has a significant impact on public health.

Ms. Susan Welti, Forensic Biology Unit (FBU) DNA Technical Leader, conducted a road map briefing of the unit's next generation sequencing (NGS) implementation project that builds on a 2016-2017 collaborative validation project of which FBU partnered with the Armed Forces DNA Identification Laboratory (AFDIL) and the University of North Texas Health Science Center, Center for Human Identification (UNTHSC), using the Illumina MiSeq FGx instrument and ForenSeq DNA Signature Prep Kit.

Ms. Welti reviewed the DNA process and the benefits that accompany the new technology in relation to DNA amplification, detection and improved analysis with the use of one kit rather

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than multiple kits. At present, the existing amplification kit types 24 locations (21 autosomal, AMEL, 2 Y-Short Tandem Repeats (STRs) on the DNA, while the Signature Prep Kit types, in addition to autosomal DNA, 58 STRs (X-STR, Y-STR) and 172 Single Nucleotide Polymorphisms (SNPs) (identity, biographical ancestry and phenotypic).

Included among other steps taken inside and outside the lab by FBU to further advance the NGS validation project is: 1) Presenting to the National DNA Index System (NDIS) for approval the DNA Signature Prep Kit as an accepted kit; 2) Data interpretation; 3) Maintaining updates to validation guidelines, published by Scientific Working Group on DNA Analysis Methods (SWGAM); 4) Ensuring that the entire validation process follows current DNA standards within the FBI quality assurance standards (*Internal Developmental Validation*) and the FBI's notification to Congress for potential new kits considered by laboratories.

Mr. Reza Safarnejad, DFS Information Technology Contractor, presented a demonstration of a 2-year tech application project designed to produce customized visualization reporting of the department's performance metrics and trends by way of LIMS data extraction.

The meeting adjourned at 1:37 p.m.

An audio recording of the meeting is available upon request.

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Department of Forensic Sciences
Science Advisory Board Meeting
Consolidated Forensic Laboratory – Room 1224
9:00 a.m., Friday, January 18, 2019

Agenda

- Open meeting, welcome and attendance
- Minutes
- General Counsel Update
- Quality Update
 - 2018 audits
- DFS Stakeholder Update
- Ghost Guns
- PHL Update
- SAB Review of Procedures and Documentation
 - Forensic Chemistry Unit
 - Digital Evidence Unit
- New business
- Meeting Close

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Department of Forensic Sciences Science Advisory Board Meeting Minutes January 18, 2019

The Department of Forensic Sciences (DFS) Science Advisory Board meeting was called to order by board chairman Peter Marone at 9:11 a.m. Board members present included, Dr. Namandjé Bumpus, Dr. Simone N. Gittelsohn, Dr. Jeanne Jordan, Ms. Danielle O’Neill and Dr. Michael Pentella. A quorum was established to conduct board business and the Minutes from the October 19, 2018, meeting were presented and read.

Motion to Approve Minutes: Board Member Jordan **Seconded:** Board Member O’Neill
Motion to Approve Minutes Passed

Board Chairman Peter Marone acknowledged receipt of comments submitted by board member John Paul Jones II on behalf of the committee reviewing Digital Evidence protocols. The Chairman requested that Mr. Paul Reedy distribute the comments to all board members. The Digital Evidence protocols review committee is projected to present its findings for board discussion during the July 2019 meeting.

DFS Director, Dr. Jenifer Smith, presented testimony during a November 29, 2018, public roundtable before the Council of the District of Columbia’s Committee on the Judiciary and Public Safety concerning the Science Advisory Board rulemaking. Subsequently, on December 7, 2018, the draft regulations received passive approval as projected and previously reported by DFS General Counsel. At this time, publishing of the regulations is not known.

No formal complaints have been received since the board’s October 19, 2018, meeting. However, during the same period, five inquiries were received: 2-requests for information from universities involving research and the department’s internship program; 1-Metropolitan Police Department (MPD) request for the department’s NIBIN policies; 1-MPD request concerning a tort claim related to analysis of video equipment and the manner in which the evidence was received by DFS and subsequently destroyed by MPD; 1-United States Attorney’s Office request to rework two “pre DFS” firearm cases. Occurring during the partial federal government shutdown, the request was ultimately granted.

ANAB accreditation documents were received December 2018, confirming continuation of accreditation in all the lab disciplines, inclusive of digital evidence and forensic chemistry “Heroin Quant.” This year, there will be a concerted effort to obtain accreditation of the Latent Fingerprint Unit Chem Lab.

The Quality team has initiated a large scale project dedicated to rewriting and reorganization of 17025, 2005 accreditation standards, to meet compliance with 2017 standards by October, 2019. The review team is made up of DFS staff volunteers whom are scheduled to receive training and guidance. Estimated completion of the revision project is April 2019.

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The Stakeholder Council convened a December 10, 2018, meeting hosted by Deputy Mayor for Public Safety and Justice Kevin Donahue. Stakeholders were briefed about the Science Advisory Board's recent actions, most notably the work dedicated to the PCAST report and laboratory protocols. The meeting received full support of stakeholders and stakeholder agency representatives.

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As several DFS labs have experienced workload increases during the past year, the Digital Evidence Unit (DEU) has seen its' caseload double. The unit, now accredited, facilitates multiple requests from DFS stakeholders and non-stakeholder agencies.

DFS Forensic Intelligence Unit, in collaboration with D.C. Homeland Security and Emergency Management Agency Fusion Center, will be the source of a new reporting platform designed to disseminate to first responders, law enforcement, public health officials and other partners advisory and intelligence briefs and bulletins relating to issues affecting local and national security.

The 2017 DFS annual report has received favorable reaction from broad audiences whom expressed interest and curiosity in the work done at DFS. In December 2018, high honor was paid when the curator of the Library of Congress comic book collection contacted DFS to request a copy of the annual report to add to the library's comic book collection.

Dr. Anthony Tran reports a stark contrast in the 588 influenza samples the PHL has collected to date, of which 16 positives were detected, compared to last year's total samples that roughly exceeded 700 over the course of influenza season. The apparent samples surge is due in part to the PHL and D.C. Department of Public Health emphasizing to hospitals the importance for these institutions to submit samples for subtyping.

Under the PHL's STI initiative, a soft launch was conducted of a gonococcal surveillance project dedicated to gonorrhea identification in symptomatic males with urethritis that enter into care and potential treatment at STD clinics within participating jurisdictions (e.g., D.C. Health and Wellness Center, locally).

Although Zika Virus has been reportedly seldom seen, testing by PHL is expected to resume by way of a serology test, a commercially available method. Similar to last year's call to action with Zika Mac Elisa, board members Jordan and Pentella have been requested to review related protocols and the verification study. PHL also has plans to bring genome sequencing to the lab.

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Construction in the BSL-3 and the rabies laboratories construction are complete. An open house designed to showcase the lab's updates and suite enhancements is planned for Thursday, January 31, 2019, prior to effecting containment requirements. Chairman Marone suggested that DFS also consider scheduling a tour of the facility by board.

Dr. Luke Short, Chief, Chemistry Section, reports that since March/April 2018, the Forensic Chemistry Unit (FCU) has performed 1043 casework exhibits for the United States Attorney's Office (USAO), the Narcotics and Special Investigations Division (NSID), the Office of the Chief Medical Examiner (OCME) and the D.C. Department of Corrections (DOC). During this same period, the unit performed more than 900 exhibits from cases usually done by DEA for the United States Attorney's Office and Office of the Attorney General. More recently, the unit expanded its surveillance activities to include performing "ad hoc" surveillance for District

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Science Advisory Board – Draft Meeting Minutes
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agencies, primarily consisting of non-court cases involving material found, confiscated or purchased that is integrated into FCU's controlled lot for testing and data collection.

The District has witnessed an increase in guns created outside a licensed manufacturer and that lack serial numbers, make, model and caliber, usually found on conventionally manufactured firearms. Identified as 'ghost guns,' these firearms are constructed by separate components and available by online purchase without restriction. Jonathan Pope, Firearms Examination Unit manager, and Abdel Maliky, Forensic Intelligence Unit manager, delivered a briefing underscoring the safety concerns associated with ghost guns, DFS' intelligence sharing with National Capital Region law enforcement and criminal justice partners and the legislative measures taken by the District to make illegal the registration and possession of these firearms.

Board member Bumpus reported that synchronization of the FCU protocols review committee was impacted by the partial federal government shutdown and that the committee would be prepared to present its findings for discussion during the April 2019, board meeting. While the FCU protocols are considered to be in great shape, Dr. Short spent a few moments speaking to a few preliminary points identified by the review committee.

Board Chairman Marone proposed that FCU staff and the protocols review committee collectively produce a joint "edits" document that tracks comments and identifies recommendations, responses and area(s) of application. The joint protocols review draft document is anticipated in six weeks.

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The next two meetings of the Science Advisory Board will convene Friday, April 26th and Friday, July 26th, respectively.

The meeting adjourned at 12:15 p.m.

An audio recording of the meeting is available upon request.

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Department of Forensic Sciences
Science Advisory Board Meeting
Consolidated Forensic Laboratory - Room 1224
9:00 am. Friday, April 26, 2019

Agenda

Roll Call, Review of Minutes from Previous Meeting, Approval of Minutes

Quality Update - Brittany Graham

Public Health Lab Update - Dr. Anthony Tran

Old Business, New Business

Future meeting dates and locations

Closing and adjournment

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Department of Forensic Sciences Science Advisory Board Meeting Minutes April 26, 2019

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) meeting was called to order by board chairman Peter Marone at 9:18 a.m. Board members present included Mr. John Paul Jones II, Dr. Jeanne Jordan, and Mr. Robert Thompson. Dr. Simone N. Gittelson and Dr. Michael Pentella participated in the meeting via WebEx conferencing. A quorum was established to conduct board business. Minutes from the January 18, 2019, meeting were presented and read.

Motion to Approve Minutes: Board Member Jordan **Seconded:** Board Member Gittelson
Motion to Approve Minutes Passed

DFS General Counsel Rashee Raj reported the March 1, 2019, final publishing of the Science Advisory Board's rulemaking.

General Counsel Raj participated in forensic laboratory counsel training in Richmond, VA during which topics covered included investigative genealogy, PCAST, familial searching and Brady/Giglio compliance with personnel files, as it relates to quality corrective action reports.

Earlier this year, DFS was ordered by a Superior Court judge to produce all case-related QCARS covering the near 7-year period DFS has been in operation. A survey conducted by DFS uncovered 15 QCARS, involving 20 DFS employees. No explanation of the ex-parte conversation was issued and no details were received from the judge or the defense counsel as to why the information was needed. According to DFS General Counsel Raj, no questions were asked concerning the QCARS at the conclusion of the trial.

The board was informed that DFS is considering the posting of QCARS on line, as currently done by the Houston Forensic Science Center, with which distinct QCAR categorical searches and sorting are made possible. DFS leadership reminded the board that the department discontinued including employee names on QCARS, as identification of the quality issue and addressing the quality issue is of greater significance. Dr. Jenifer Smith further emphasized that at DFS, "QCARS are quality corrective actions for system change."

The Forensic Science Laboratory (FSL) and the testing units within the division, that includes the Firearms Examination Unit (FEU), Latent Fingerprint Unit (LFU), Forensic Biology Unit (FBU), and the Digital Evidence Unit (DEU), and the Forensic Chemistry Unit, under the Public Health Laboratory, all currently have 17025, 2005 accreditation. The units are slated to move to 17025, 2017 accreditation August 1, 2019. Documents will be sent to ANAB for assessment in off-site surveillance.

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Considerable effort is geared toward accreditation of Evidence Processing, formerly referred to as Chem Lab. Designated for evidence receipt, latent fingerprint processing and limited swabbing, Evidence Processing is tentatively scheduled for pre-assessment late June 2019, and potentially an on-site assessment late August/September 2019.

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April 26, 2019

No complaints were received during the last quarter. The only inquiry received originated from an immigration law firm seeking drug testing information from a 1995 Metropolitan Police Department (MPD) arrest. The firm was referred to MPD and the Office of the U.S. Attorney.

A review of the Forensic Biology Unit's road to Next Generation Sequencing was conducted, encompassing the guidelines, addendums and standards timelines, the progress made, procuring contractor validation support by Verogen and the hurdles ahead to implementation.

DFS Director Jenifer Smith reminded the board that the current STR typing system, which requires multiple kits to maximize DNA typing information, is ineffective on degraded samples and lacks the potential for developing investigative leads. While CODIS hits assisted the investigation in 62% of Metropolitan Police Department cases, the laboratory witnessed 38% in unresolved cases having only a profile, despite the efficiency of CODIS linkages.

The board was introduced to Kristy Hopkinson, Forensic Biology Unit (FBU) Acting Unit Manager, Laura McBean, FBU Lead Scientist and other FBU NGS team members dedicated to the NGS project: Susan Welti, FBU Technical Leader and Forensic Scientists Jessica Skillman and Stephanie Hickey. Ms. Hopkinson conducted a status review of the five NGS project's five phases to implementation including, in part, Phase 1 (Quarter 1) Validation planning, training; Phase 2 (Quarter 2) SWGDAM interpret document, draft SOPs; Phase 3 (Quarter 3) Sensitivity study, unit presentations, mixture study; Phase 4 (Quarter 4) Training and decisions for statistics, mock casework study, finalize SOPs and worksheets; Phase 5 (Quarter 1) Moot court and stakeholder training, Implementation. Having completed the repeatability and reproducibility study, unit presentations and discussions with other interested NGS labs, the team is on course to conclude Phase 3 upon completion of the sensitivity study, writing and reviewing of the second validation report, presently in progress, writing SOPs and worksheets and issuing notification to DFS Stakeholders before proceeding to Phase 4.

The DFS operating budget for fiscal year 2020 is \$30,305,499, funding 227 full-time employees.

Dr. Anthony Tran, Director of the Public Health Laboratory, reported that all senior staff positions within the division have been filled and that a number of contractors have been acquired, supported by local funding, the Laboratory Capacity Cooperative Agreement and the

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CDC Opioid Cooperative Agreement. The additional resources are added reassurance of meeting the laboratory's needs.

The Public Health Laboratory is back online with Zika testing. All protocols, verifications and forms are uploaded onto Qualtrax and ready for use. Board members Jordan and Pentella will receive protocols and forms for review. Additionally, the lab is online with a commercially available 2-hour test for norovirus in support of the D.C. Health Department's investigations for potential outbreaks of norovirus. Recently, the laboratory assisted with an outbreak occurring at Saint Elizabeth's Hospital located in the District where few patients were found, via Sanger Sequencing, to have norovirus stemming from an outside food service brought into the hospital.

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The DFS Health and Safety team has joined the Public Health Laboratory under a reorganization at the department.

For fiscal years 2018/2019, to date, PHL's Forensic Chemistry Unit (FCU) analyzed 1181 exhibits for the U.S. Attorney's Office, Narcotics and Special Investigations Division, Office of the Chief Medical Examiner and the D.C. Department of Corrections. Of these, 969 exhibits were criminal investigation affiliated and 212 surveillance samples accounted for non-court bound cases, for which a fully accredited method for testing was conducted and reported. Engagement with stakeholder agencies and the intelligence community continues as the lab facilitates awareness in the discovery of new synthetic opioids and new synthetic cannabinoids. The unit has acquired a Geographic Information System (GIS) which supports finding where controlled substances originate and enables pattern tracking and map trends and the identification of potential hotspots, information that may potentially impact decisions made by policy makers.

The Forensic Chemistry Unit (FCU) addressed, accepted and deemed helpful recommendations and suggestions submitted by the board's FCU review committee (J.P. Jones, Robert Thompson) after review of FCU's SOPs and training manual.

Board member Jones mentioned that DFS may consider addressing in training protocols items identified in a new training standard, E2917, for all forensic science practitioners, anticipated to be heavily promoted by OSAC in the future.

Motion by: Board Member Thompson

Motion: Documentation in response to the advice of the Forensic Chemistry Unit (FCU) Review Committee is accepted.

Motion Seconded by: Board Member Jones

Motion Passed

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Board Chairman Marone requested a spreadsheet identifying SAB action, literature review and SOP review.

Board member Jones will submit to DFS Deputy Director Graham, at the earliest time possible, the Digital Evidence Unit (DEU) review committee's (NIST) SOP reviews. DFS will respond to comments by mid-June.

Director Smith proposed that DFS conduct a 3D imaging technology briefing for the board during the next scheduled SAB meeting.

Chairman Marone proposed a lab tour for SAB members.

Board member Jones inquired about how the SAB may assist DFS in the retention of firearms examiners. DFS leadership suggested that encouraging the improvement in pattern recognition as well as encouraging

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students in forensics to consider pattern recognition disciplines would bring about awareness presently not well covered in most university programs. Additionally, training and the referral of resources (equipment) would be welcome support for DFS.

Board vacancies and board member discipline were briefly discussed.

The board agreed to convene the final meeting of 2019, Friday, October 18th.

The meeting adjourned at 12:15 p.m.

An audio recording of the meeting is available upon request.

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Science Advisory Board Meeting
Consolidated Forensic Laboratory – Room 1224
9:00 am Friday, July 26, 2019
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director’s Update on DFS Realignment
- MIDEO Demonstration and Evidence Processing Discussion
- Quality Update
- Public Health Laboratory Update
- SAB Review of Protocols for Digital Evidence Unit
- Old Business/ New Business/ Future Meetings
- Closing and Adjournment

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Department of Forensic Sciences Science Advisory Board Meeting Minutes July 26, 2019

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) meeting was called to order by board chairman Peter Marone at 9:13 a.m. Roll call of Board members present included: Dr. Jeanne Jordan, Dr. Simone N. Gittelsohn, Ms. Danielle O'Neill, Mr. Robert Thompson and recent board appointee, Ms. Marla Carroll. Mr. John Paul Jones, II and Dr. Michael Pentella participated by way of WebEx conferencing. A quorum was established to conduct board business. Minutes from the January 18, 2019, meeting were presented and read.

Motion to Approve Minutes: Board Member Jordan **Seconded:** Board Member O'Neill
Motion to Approve Minutes Passed

Dr. Jenifer Smith expressed gratitude on behalf of the Department of Forensic Sciences for the board's service and informed the body that their work with the PCAST report and DFS protocols were well received when presented during recent training of District defense attorneys. The board was reminded that the group's contributions are important and valued by broader communities as well as the Department of Forensic Sciences.

The board was introduced to Mr. Darrell Pressley, DFS Communications Director. Mr. Pressley briefly explained his vision for the messaging of work done inside DFS and described some of the experience he has gained during a 25-year public relations career, most recently having served as Deputy Chief of Staff, Public Affairs Specialist and Program Analyst (External Affairs) at the District's Department of General Services.

After more than six years of District service, Brittany Graham leaves DFS as Deputy Director. In a realignment among the department's leadership, Ms. Karen Wiggins assumes the position of DFS Acting Deputy Director. In addition to serving as Assistant Forensic Science Laboratory Director, Mr. Wayne Arendse also assumes responsibility of Acting Director of the Forensic Science Laboratory. When advertised, the DFS Deputy Director's position will be an excepted service position, as the DFS Director's position, requiring residency in the District. In the restructuring shift, Human Resources and the Forensic Technology Unit reports to the Deputy Director as does Quality and Training. Abdel Maliky, Forensic Intelligence Manager, will also serve as Acting Quality and Training team leader, assisting with evaluating the size teams should be. Recruitment is planned for filling current vacancies for Quality Manager, Training Manager and Forensic Biology Unit Manager (FBU).

The Board was encouraged to inform interested qualified candidates to apply for the DFS Deputy Director position and the Director of the Forensic Science Laboratory position.

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Dr. Smith briefly discussed the department's present inventory tracking systems (FileOnQ, JusticeTrax) and an upcoming Laboratory Information Management System (LIMS) project

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designed to unite existing DFS laboratory information systems. It was proposed that the Board is afforded an opportunity to meet with the contractor group leading the LIMS project.

Ms. Jessica Beckman, Latent Fingerprint Unit (LFU) Manager, reported on the unit's technological advancement in the acquisition, planning and this year's implementation of the MIDEO system, the unit's move to image management and digital analysis of all latent prints. LFU analysts now have the ability to show how conclusions were achieved and the technology enables the development of automated worksheets and reports, processes currently performed through LIMS. Ms. Beckman and LFU Technical Lead Scientist Andrew Reitnauer conducted a demonstration of the distinctive tools that accompany the MIDEO system.

The inclusion of MIDEO and the training manual in LFU SOPs are anticipated by September 2019, at which time they will be distributed to the Board for review. In the meantime, LFU's current SOP's will be forwarded to Board members O'Neill and Thompson for review.

Recommendations and results from the SAB digital evidence committee's review of Digital Evidence Unit (DEU) Standard Operating Procedures (SOPs) were addressed during a comprehensive discussion led by DEU manager Tracy Walraven. SAB members and the review committee, headed by Board member Jones, commended DEU for the meticulous effort unit staff devoted to the SOPs.

DFS Acting Deputy Director Karen Wiggins provided the schedule of Quality Assurance and 17025 2017 accreditation activities:

- 1. July 1-15, 2019**
Forensic Science Laboratory and Forensic Chemistry Unit Annual Internal Audit
- 2. July 23, 2019**
Annual Management Review meetings for Forensic Biology Unit and Latent Fingerprint Unit
- 3. July 30, 2019**
Annual Management Review meeting for Firearms Examination Unit, Digital Evidence Unit and Forensic Chemistry Unit
- 4. August 14-16, 2019**
ANAB Onsite Surveillance visit
 - QAS
 - Evidence Processing – Preliminary assessment

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5. August 26-30, 2019

ANAB Offsite Surveillance visit

- Forensic Science Laboratory
- Forensic Chemistry Unit

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The Public Health Laboratory anticipates recertification of its select agent and toxins (Bioterrorism program) section during the fall of 2019. Minimal issues were found during a verification inspection conducted approximately one year ago in relation to the 3-year cycle recertification.

The Forensic Chemistry Section has expanded and now covers multiple disciplines, notably crime scene chemistry testing (ISO 17025 accreditation) and clinical testing (CLIA), formerly found within the chemical terrorism domain as part of the Centers for Disease Control and Prevention (CDC) Laboratory Response Network (LRN). It is expected that a slight name change from the Biomonitoring and Analytical Chemistry Unit to the Clinical Toxicology Unit is imminent to reflect inclusion of the toxicology work and future work with drugs of abuse.

Staffed at capacity, the Chemistry Section's surveillance program activities have increased substantially each month, according to Dr. Luke Short, Chemistry Section Chief. The Chemistry team is aiming for 100% coverage of all heroine seized in the District, having accomplished this goal twice this year. In recent monthly reporting to D.C. Health, the Chief Medical Examiner, CDC and other customers, the Chemistry section has encountered heroin most among opioids found in the District. Fentanyl was found to represent nearly half of all opioids.

Dr. Anthony Tran, Public Health Laboratory Director, presented an update on Epidemiology-Laboratory Capacity (ELC) funding, effectively receiving an increase over the course of five fiscal years. However, while the lab received a 42% increase in funding for Whole Genome Sequencing (WGS) supplies, new funding for Mycotics to focus on *C. auris* and *Aspergillus fumigatus* diagnostics and new funding for vaccine preventable diseases, there was a 37% decrease in funding for arbovirus surveillance (Zika, mosquitos, ticks) supplies from last year, a decrease in funding for ELC-funded staff, resulting in a loss of positions, and no funding received for legionella supplies. There is reason to believe the loss of positions have impacted both small state labs and larger facilities nationwide. The current cooperative agreement concludes in July when the first year of the 5-year cycle cooperative agreement begins.

The Public Health Laboratory reports over 1,148 confirmed measles cases in 30 states in 2019 to date. While there have been no reported cases in the District, PHL is equipped to conduct most measles virus infection testing in-house, providing a diagnosis the same-day as submission.

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Positive samples would be sent to CDC for typing and vaccine versus natural infection differentiation.

In June 2019, the Public Health Laboratory was selected to serve as a host site for the CDC's Laboratory Leadership Service (LLS), a 2-year fellowship program designed to prepare high caliber doctoral scientists to become public health laboratory leaders. LLS candidate interviews will be conducted October/November 2019, and the host site/LLS match will be announced December 2019.

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Board Protocol Review Schedule:

- July 2019 - Latent Fingerprint Unit (LFU) Protocol Review
- October 2019 - Forensic Biology Unit (FBU) Protocol Review

Chairman Marone requested that the board receives the current DFS organizational chart and that the curriculum vitae of all SAB members be distributed to the board.

There was an engaging discussion concerning employee retention and the management of physical and emotional responses to workplace pressures and stress of employees before the meeting was adjourned at 12:50 p.m.

An audio recording of the meeting is available upon request.

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Science Advisory Board Meeting
Consolidated Forensic Laboratory – Room 1224
9:00 am Friday, October 18, 2019
Agenda

- Roll Call – Review of Minutes from Previous Meeting, Approval of Minutes
- Director’s Update
- Deputy Director and Quality Update
- Public Health Laboratory Update
- SAB Review of Protocols for Latent Fingerprint Unit
- Old Business/ New Business/ Future Meetings
- Closing and Adjournment

ATTACHMENT L

Department of Forensic Sciences Science Advisory Board Draft Meeting Minutes October 18, 2019

The Department of Forensic Sciences (DFS) Science Advisory Board (SAB) meeting was called to order by board chairman Peter Marone at 9:13 a.m. Roll call of Board members present, in addition to the Board Chairman, included: Ms. Marla Carroll, Mr. John P. Jones, Dr. Jeanne Jordan, Ms. Danielle O'Neill and Mr. Robert Thompson. Dr. Michael Pentella participated by way of WebEx conferencing. A quorum was established to conduct board business. Minutes from the July 26, 2019, meeting were presented and read.

Motion to Approve Minutes: Board Member Jordan **Seconded:** Board Member O'Neill
Motion to Approve Minutes Passed

On behalf of Acting Deputy Director Karen Wiggins, the Quality update was presented by Mr. Abdel Maliky, Forensic Intelligence Manager, whom also serves as acting Quality and Training team leader. Mr. Maliky reported no findings associated with the Forensic Science Laboratory's (FSL) Forensic Biology Unit's (FBU) August 14 through 16 ANAB on-site surveillance. This represents the fourth consecutive year the FBU has no findings in an FBI QAS audit. Also during this period, a pre-assessment for accreditation of Evidence Processing (Latent Fingerprint Unit) was conducted. Late August an off-site surveillance visit by ANAB for 17025 2017 accreditation of the Latent Fingerprint, Digital Evidence, Forensic Biology Unit and Forensic Chemistry Units yielded one non-conformity relating to the inclusion of the start and end dates on reports issued DFS stakeholders. The single finding was resolved and the continuation of accreditation was granted September 24, 2019.

Dr. Julia Kiehlbauch, Manager, Microbiology Unit, Public Health Laboratory (PHL), conducted an introductory review of the laboratory's testing activities associated with carbapenem-resistant organisms, including detection, species identification, prevention, containment and CDC ARLN (Centers for Disease Control and Prevention Antibiotic/Antimicrobial Resistance) alerts designed to provide rapid containment and prevent spread.

The Public Health Laboratory has seen an increase from 1% positivity to 9% positivity for West Nile Virus detection during the 2017 to 2018 season in the lab's mosquito arboviral testing. For the 2019 season the laboratory received and tested 299 mosquito pools, resulting in 4% positivity for West Nile Virus. During the 2018-2019 summer influenza season, the Public Health Laboratory has seen 4% positivity among the tested 250 selected samples submitted from local hospitals. 1023 specimens were tested during last year's season compared to 370 during the 2017-2018 season. Testing results are reported to the D.C. Department of Health in support of the department's strategies for mosquito control.

ATTACHMENT L

A review of PULSENET, the National laboratory network designed to detect foodborne-related outbreaks and its transitioning to Whole Genome Sequencing (WGS) was briefly discussed. The

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Public Health Laboratory has been certified by CDC to run organisms through WGS and to submit data to the CDC database. Presently, the PHL team is in the process of developing a report that communicates the data. Dr. Kiehlbauch also provided a briefing of CDC's national norovirus outbreak surveillance network, CaliciNet. Funded by cooperative agreement with CDC, the surveillance network facilitates comparison of local strains to a national database, identification of newly emerging norovirus strain and linking of outbreaks to common sources. While Dr. Kiehlbauch reports that PHL is now certified in Q4, she admits the laboratory having faced sequencing challenges. Board member Pentella recommended and DFS Director Dr. Jenifer Smith supported the idea of a joint discussion of lab issues in common between the PHL and the University of Iowa 'epi' teams.

The Forensic Chemistry Unit (FCU) is continuing to perform analysis of submitted drug samples as well as expand its surveillance project. The laboratory has witnessed benefits and discovery resulting from the drugs brought into the District. More recently, there has been a shift in the increasing amount of work done for synthetic opioids in comparison to other casework performed. Half of the Heroin seen by the lab is found to be fentanyl or fentanyl analog that poses an even greater danger. In line with the FCU's laboratory Intel outreach, these findings and others are pushed out to various agencies, including the National Capital Region Threat Intelligence Consortium (NTIC) and the Office of the Attorney General (OAG), as well as to the user community as an alert of the potential danger and threats. The importance of the work done by FCU has led to the placement of permanent embedded NTIC personnel within the unit.

In addition to reviewing FCU's synthetic opioid surveillance program, Dr. Luke Short, Chief conducted a briefing of the unit's Vape testing (of cartridges for the past year), synthetic cannabinoids surveillance program, identification of cannabinoids detected in the District, mapping geographic tracking, trends and impact. More recently, the unit has initiated involvement with the District's Overdose Detection Mapping Application Program (ODMAP) that provides near real-time suspected overdose surveillance data across jurisdictions to support public safety and public health efforts to mobilize an immediate response to the sudden increase or spike in overdose events. FCU is hopeful to become ODMAP's pilot lab for lab-based data in approximately 8 months to one year.

PHL's Toxicology Unit is now the Clinical Toxicology Unit to reflect restructuring and expansion that includes drugs of abuse and clinical specimens.

ATTACHMENT L

Andrew Reitnauer, Technical Lead Scientist, Fingerprint, led a discussion of Latent Fingerprint SOPs and comments submitted by the Board after reviewing Latent Fingerprint protocols. The LFU expressed gratitude for the Board's willingness to dedicate time to providing an analysis of the documents and reported plans to incorporate a number of protocol changes based on the Board's recommendations.

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The Board expressed interest in continuing the discussion concerning sufficient safeguards from the exposure and danger of controlled substances for analysts, validation' versus 'QC testing' and documentation to support having conducted or not having conducted an AFIS search. The Forensic Science Laboratory is expected to issue a position statement addressing these issues.

The order of testing evidence was discussed and DFS Director Smith proposed that the DFS Forensic Intelligence Unit (FIU) brief the Board on the laboratory's procedural processing of evidence.

Current Board vacancies include one forensic biology position and one chemistry position.

Forensic Biology Unit (FBU/DNA) protocols review is scheduled for January 2020. Firearms Examination Unit (FEU) protocols review is scheduled for April 2020.

Board members Jones and Thompson agreed to identify at least two subject matter experts to assist with review of forensic biology protocols.

Forensic Science Laboratory Director Wayne Arendse presented an overview of the June 10, 2019, Daubert hearing and its ruling concerning the admissibility of expert testimony. DFS was found to have met one of five qualifying elements with regard to the single case presented. Director Smith proposed that DFS forward to the Board hearing transcripts and other related information for review, recommendation and consideration for comment or response of record. Board member Thompson expressed uncertainty about whether the board could effectively address any portion of the Daubert ruling.

The next Board meeting convenes Friday, January 17, 2020.

The Board Chairman adjourned the meeting and the Board's executive session immediately began at 12:25 p.m.

An audio recording of the meeting is available upon request.

ATTACHMENT M

FY2019		
Subject of the Training	Names of the Trainers	Number of Employees Trained
2018 New SWGDAM Recommendations on Communicating Likelihood Ratios	NIJ/RTI	2
2018 Smoothing the Transition to MPS for Forensic Laboratories	Promega	2
2019 Annual CODIS Training	FBI	1
2019 Annual NDIS Eligibility Training	FBI	1
2019 FTCoE Webinar Prob Gen Module 2	NIJ/RTI	1
2019 Implementation of NGS in Operational Forensic Casework Laboratories	Online	1
2019 NDIS Training	FBI	1
2019 Preparing for Expert Witness Testimony on Probabilistic Genotyping	Promega	1
2019 The YHRD Database	Promega	1
2019 Webinar: Expert Testimony on Probabilistic Genotyping	Promega	1
24th Annual National CODIS Conference	Online	1
APHL Opioid Community of Practice Monthly Call	Brianna Carey, Julie Nassif and Ngozi Chukwudebe from APHL and Melissa Carter from CDC	3
APHL Webinar: "Best Laboratory Practices for Analysis of Toxic and Trace Elements in Blood Using ICP-MS Including Performing Low-concentration Blood Lead Measurements".	Speakers were Deanna M. Jones, PhD, Research Chemist, Inorganic and Radiation Toxicology Branch, CDC and Christopher D. Palmer, PhD, Research Scientist 4, Brigg's Laboratory, Wadsworth Center, NYS DOH.	3
APHL Webinar: "Candida auris: Is it here to stay?"	Presenter: Dr. Shawn Lockhart is a Senior Clinical Laboratory Advisor in the Mycotic Diseases Branch at the CDC. Dr. Lockhart specializes in infectious fungi and has been studying Candida for more than 25 years. He is a diplomat of the American Board of Medical Microbiology and a fellow of the American Academy of Microbiology.	7
APHL Webinar: "Fentanyl Safety in Laboratory Settings"	Moderator was Amy Miles, BS: Forensic Toxicology Section Director, Wisconsin State Laboratory of Hygiene. Speakers were: Ben Tinkle, BS: Emergency Response Branch Safety Officer and Research Chemist, CDC, National Center for Environmental Health, Division of Laboratory Science and Dr. Charles McKay, MD: Associate Medical Director, Connecticut Poison Control Center/Associate Clinical Professor of Emergency Medicine, University of CT School of Medicine/President, American College of Medical Toxicology.	4
APHL Webinar: "MDRO" and "nMDRO": A Briefing for Clinical and Public Health Microbiologists".	This webinar was hosted by Janet Hindler, Clinical Microbiologist at the UCLA Medical Center Greater Los Angeles Area.	8
APHL Webinar: "Quality Improvement Forum Call: Demonstrating an Employee Assessment and Training Needs Competency Tool".	APHL	5
ATCC Webinar: "Building a Zika virus vaccine: From global health to virus-like particle technology"	Velasco Cimica, Ph.D. Scientist, ATCC	4
BD Webinar: "Thinking Outside of the Box: Use of Hybrid PCR and Culture Approach for Identification of Bacterial Gastrointestinal Pathogens".	Speaker was Erin McElvania, PhD., D(ABMM), Director of Clinical Microbiology, NorthShore University Health System	2
Cause Analysis and Corrective Action	Online	1
CODIS 9.0 What's New (CBTs)	FBI	1
Cybersecurity Training	Online	1
DFS PHL Brown-Bag Luncheon: "The Next Generation of Sequencing at DCPHL".	Dr. Colleen Courtney, PHL Chief of Molecular Diagnostics Unit	32
DNA Evidence in Groping in Sexual Assault Cases	NIJ/RTI	1

ATTACHMENT M

FY2019		
Subject of the Training	Names of the Trainers	Number of Employees Trained
Emerging Forensic Research Series	Online	1
ESS Absent Request	Online	1
ESS Entry Time	Online	1
ESS Overtime Request	Online	1
Experiences of an APHL-CDC Bioinformatics Fellow, Cohort 2018-2019	APHL	5
Expert Testimony-PG	Online	1
Focused Facilitation - MGR Consulting	Online	1
FOR508: Advanced Digital Forensics, Incident Response, and Threat Hunting	Taught through SANS On Demand	1
FTCOE Module 2 webinar: Statistical Genetics and the Mechanics of Prob. Genotyping	NIJ/RTI	1
Hosting a 2020 Laboratory Leadership Service (LLS) Fellow	CDC	2
How to Handle Emotionally Charged Situations in the Workplace	SKillPath	22
Implementation of NGS in Operational Forensic Casework Laboratories	Online	1
M100-Ed29 Updates--What's New in the 2019 CLSI Standards for Antimicrobial Susceptibility Testing (AST)	This webinar was hosted by the Clinical and Laboratory Standards Institute (CLSI).	6
Managing Your Career - Making the best of Now for your Career	DCHR	1
MSS Approve Absence Requests	Online	1
MSS Approve OT Request	Online	1
MSS Approve Time	Online	1
MSS Time Entry online	Online	1
New SWGDAM Recommendations on Communicating Likelihood Ratios	Online	4
NIJ FTCOE Module 2: Statistical Genetics and the Mechanics of Prob Gen	NIJ/RTI	1
NIJ FTCOE Module 6: Probabilistic Genotyping in Court	NIJ/RTI	1
No Further Questions: Preparing for Expert Witness Testimony on Prob Gen	Online	2
PG In Court	Online	1
PG Software and Output	Online	1
Preparing for Expert Witness Testimony on Probabilistic Genotyping	Online	6
Probabilistic Genotyping of Evidentiary DNA Typing Results - Module 3: Probabilistic Genotyping Software and Output	Online	1
Probabilistic Genotyping of Evidentiary DNA Typing Results - Module 2: Statistical Genetics and the Mechanisms of Probabilistic Genotyping	Online	1
Pt. 2 How to Strategically Move Into a Management Position	DCHR	1
Qualtrax Training, Session 1 of 3	Online	1
Representation of Statistical Weight to Stakeholders and the Court	NIJ/RTI	2
Responding to Sexual Assault Victims of Color	NIJ/RTI	1
Sexual Harassment Prevention Training	Online	1
Smoothing the Transition to MPS for Forensic Laboratories	Online	2
Statistical Genetics of PG	NIJ/RTI	1
STRmix Updates and Court Challenges	Not Listed	18
SWGDAM Recommendations on Communicating LR's	NIJ/RTI	1

ATTACHMENT M

FY2019		
Subject of the Training	Names of the Trainers	Number of Employees Trained
The YHRD Database: How It Works and How to Use It in Casework	Online	2
Uncertainty and Limitations of Probabilistic Genotyping Systems Workshop	NIJ/RTI	1
Using QMS Software to Automate Document Revisions, Training, and Corrective Actions in Public Health	Online	1
MSS Introduction to Management	Online	1
MSS Progressive Discipline	Online	1

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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PREAMBLE

Section 1:

This Agreement is entered into this _____ day of _____, 1988 between the District of Columbia Government, Department of Human Services (hereinafter jointly referred to as the "Employer") and Locals 2737 and 2978, American Federation of Government Employees, AFL-CIO (hereinafter referred to as the "Union"). The parties recognize that the Mayor of the District of Columbia is the Chief Executive Officer and the Director of the Department of Human Services is the responsible official for day-to-day operations of the Department of Human Services. Accordingly, the term "Employer" as used herein shall apply interchangeably to those officials or their authorized designees as the individual provisions of the Agreement may be applicable or as the authority is established by law.

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 term 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 non-supervisory Dental Hygienist of the Ambulatory Health Care Services Administration, Department of Human Services, excluding 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 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 withholding, 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 representing 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 repre-

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 bargaining 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 disturbances 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 counseling 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 unhealthy 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 within 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 known 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 co-chairperson of the Committees.

- C. The Safty Committees shall:
 - 1. 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

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

Section 12:

The Employer shall distribute 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 positions 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 - Career 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 training 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 opportunities 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 employee 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 embarrassment.

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 bargaining 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 for 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.
2. 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 thirty (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. Union Business:

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 known 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 official 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:

1. 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 satisfactory.

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 District 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 to 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 WITH: _____
(NAME AND POSITION) (DIV. CHIEF, ADMIN., DIRECTOR)

GRIEVANT: _____
(NAME AND TITLE)

CONTRACT VIOLATION: ARTICLE NO.: _____ SECTION: _____

NATURE OF GRIEVANCE: (Describe What Happened) _____

DATE OF THIS ACTION OR EMPLOYEE/UNION KNOWLEDGE OF ITS OCCURRENCE WHICH PRECIPITATED GRIEVANCE: _____

RELIEF REQUESTED: _____

WAS GRIEVANCE TAKEN UP AT STEP 1 (Oral)? (IF SO, GIVE DATE, NAME OF SUPERVISOR, AND RESPONSE GIVEN.) _____

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 continuous 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 Commission, 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-in-force.

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:

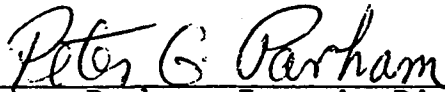
It is understood that this Agreement contains the full understanding of the parties as to all existing matters subject to collective bargaining during the life of this Agreement.

Section 3:

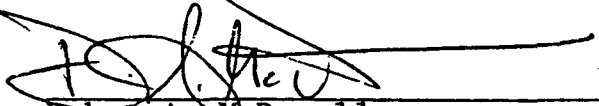
This Agreement shall remain in effect for three (3) years from the date approved as provided in Section 1715 of the Act, and will automatically be renewed for a one (1) year period thereafter unless either party gives to the other party written notice of intention of terminate or modify the Agreement 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 22nd day of September, 1988.

FOR THE DISTRICT OF COLUMBIA



Peter Parham, Interim Director
Department of Human Services



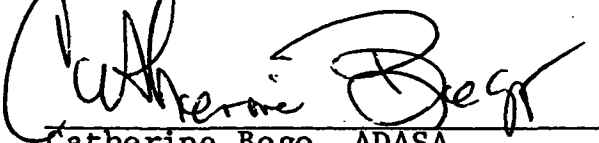
Debra A. McDowell
Acting Deputy Director, OLRCB
Chief Negotiator



Michelle Peterson
Labor Relations Officer
Chief Negotiator



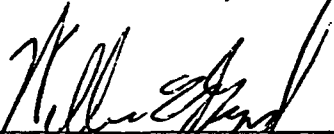
Bernadine Brown, CPH



Catherine Bego, ADASA



Eric Jackson, Ambulatory Care

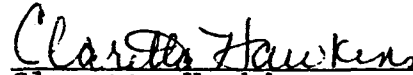


William Byrd
D.C. Office of Personnel

FOR THE AMERICAN FEDERATION
OF GOVERNMENT EMPLOYEES
LOCALS 2737 AND 2978



Beverly Crawford
Chief Negotiator



Claretta Hawkins
President, Local 2737



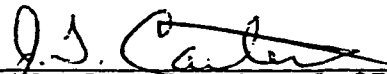
Mary Brawner
President, Local 2978



Claretta Shorts, Local 2978



Inez Jackson, Local 2978




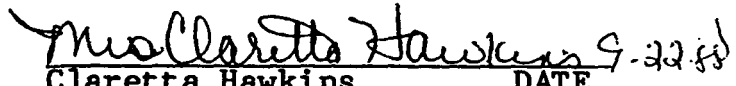
J.T. Carter, Local 2737

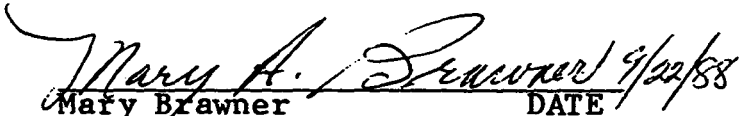
MEMORANDUM OF UNDERSTANDING

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.

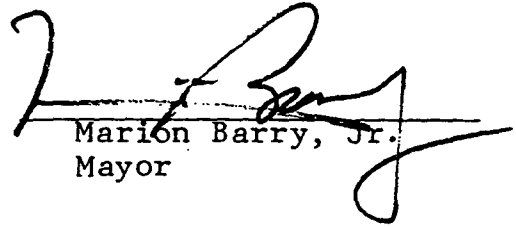

Debra A. McDowell 9-22-88
Acting Deputy Director DATE
D.C. Office of Labor Relations
and Collective Bargaining


Claretta Hawkins 9-22-88
President, Local 2737 DATE


Mary A. Brawner 9/22/88
President, Local 2978 DATE

APPROVAL

This Collective Bargaining Agreement Between the District of Columbia Government and the American Federation of Government Employees (AFGE), Locals 2737 and 2978, dated 9-22-88 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 1st day of Dec., 1988.


Marion Barry, Jr.
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.

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, its budget, its organization, the number of employees and the number, types and grades of positions of employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work, or its internal security practices; and
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.

Section 6

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.

1. 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).
6. 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.

Section 3

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.

Section 2

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.

Section 3 – Continued Training Opportunities

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.

Section 7

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.

Section 3

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.

Section 4

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.

Section 8

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.

Section 2

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.

Section 5

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.

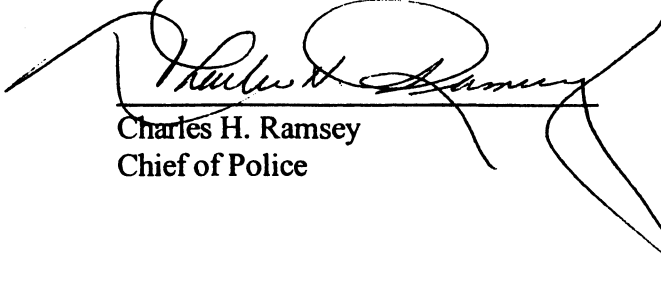
Section 3

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.

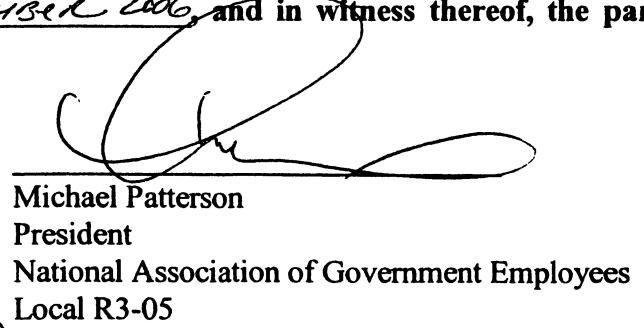
Section 4

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 28TH day of DECEMBER 2006, and in witness thereof, the parties hereto have set their signatures.



Charles H. Ramsey
Chief of Police



Michael Patterson
President
National Association of Government Employees
Local R3-05

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MEMORANDUM OF AGREEMENT

Between

The District of Columbia Department of Health

And

1199 SEIU United Healthcare Workers East

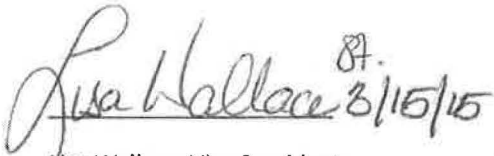
The District of Columbia Department of Health and 1199 SEIU United Healthcare Workers East are parties to a working conditions collective bargaining agreement (CBA) that expired by its terms on September 30, 2014.

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, 2017. There are no changes to the CBA that expired on September 30, 2014.

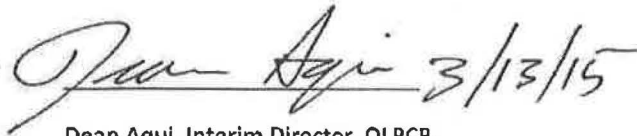
IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Parties have affixed their signatures:

FOR SEIU

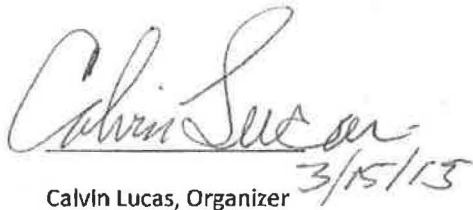
FOR DOH

 3/15/15

Lisa Wallace, Vice President

 3/13/15

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 3/15/15

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 3/13/15

Earl Murphy, Labor Liaison

**WORKING CONDITIONS
AGREEMENT**

BETWEEN

**DISTRICT OF COLUMBIA
GOVERNMENT**

DEPARTMENT OF HEALTH

AND

**1199 SEIU UNITED HEALTHCARE
WORKERS EAST**

EXPIRES SEPTEMBER 30, 2017

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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 District 1199-UHE, Service Employees International Union, AFL-CIO, CLC, 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 District 1199-UHE, Service Employees International Union, AFL-CIO, CLC 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.
3. The Employer shall remit all deductions to the Union on or before the fifteenth (15th) day 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 1199SEIU and mailed to 1199SEIU 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.

7. 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 1199SEIU Political Action Fund and mailed to 1199SEIU 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 1199SEIU 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:

1. 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.
2. 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:

1. 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

1. 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.
2. 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 Selecting 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

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

1. 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.

3. 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

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

SECTION 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-in-force 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, 2017. 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.

**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(l) (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:

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) the following legal public holidays are provided to all employees covered by this agreement:

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

2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

ARTICLE 7: OVERTIME

SECTION A: Overtime Work:

Hours of work authorized in excess of 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.

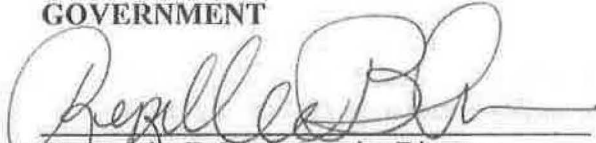
ARTICLE 20: DURATION


This Agreement shall remain in full force and effect through September 30, 2021. On this 25th day of February 2018, and as witness the parties hereto have set their signature.


Compensation Units One and Two Collective Bargaining Agreement


On this 26th day of February, 2018, as witness the parties hereto have set their signature.

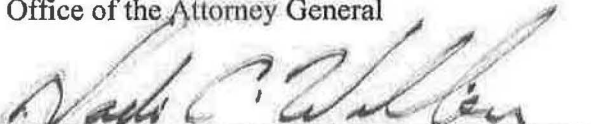
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



Repunzelle Bullock, Interim Director
Office of Labor Relations and Collective
Bargaining

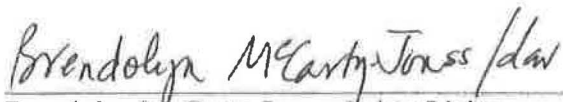

Kathryn Naylor, Supervisory Attorney Advisor
Office of Labor Relations and Collective


Eugene A. Adams, Director
Office of Administrative Hearings
Office



Karl Racine, Attorney General
Office of the Attorney General



Nadine Wilburn, Chief Counsel/Senior Advisor
Office of the Attorney General

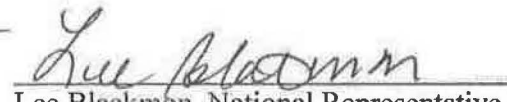

Tanya Royster, MD, Director
Department of Behavioral Health


Brendolyn McCarty-Jones, Labor Liaison
Department of Behavioral Health

FOR THE UNIONS

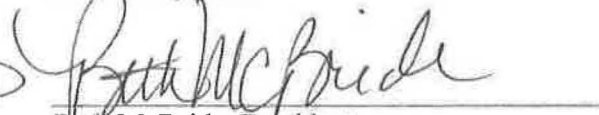

Andrew Washington, Executive Director
AFSCME, District Council 20

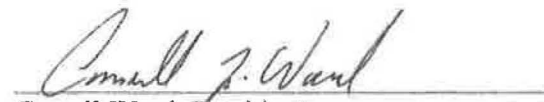

Eric Bunn, Sr. National Vice President
AFGE, District 14

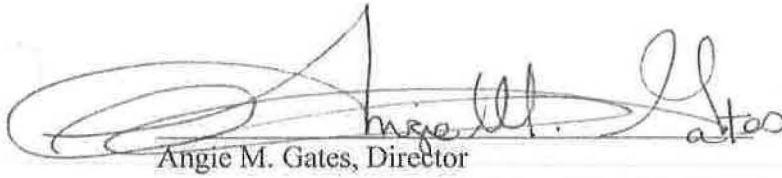

Lee Blackmon, National Representative
NAGE, District of Columbia Regional


Steve Anderson, President
AFGE, Local 1403

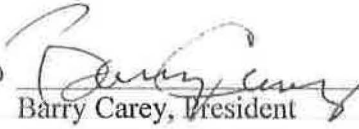

Wayne L. Enoch, President
AFSCME, Local 2401


Beth McBride, President
AFGE, Local 383


Carroll Ward, President
AFGE, Local 2978



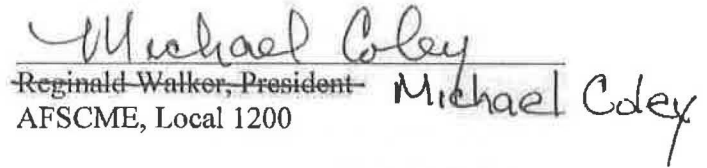



Angie M. Gates, Director
D.C. Office of Cable Television, Film, Music and
Entertainment

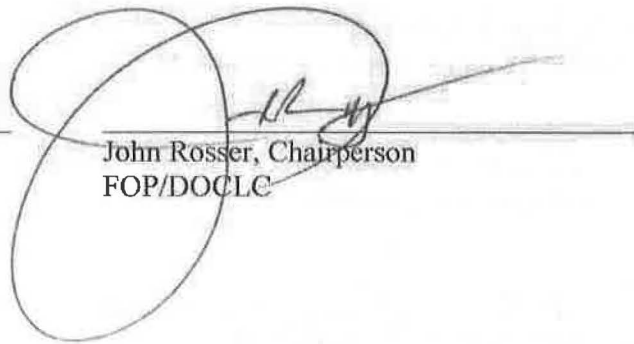


Barry Carey, President
AFSCME, Local 2091

Dr. Steven Johnson, Labor Liaison
D.C. Office of Cable Television, Film,
Music and Entertainment


Wanda Shelton Martin, Area Director
1199 NUHCE
Roger A. Mitchell, Jr. MD, Chief Medical
Examiner
Office of the Chief Medical Examiner
Reginald Walker, President
AFSCME, Local 1200 Michael Coley
Beverly Fields, Labor Liaison
Office of the Chief Medical Examiner
Miranda Gillis, President
AFGE, Local 2725

Barney Krucoff, Interim Chief Technology
Officer
Office of the Chief Technology Officer

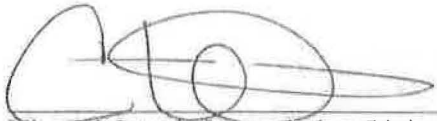


John Rosser, Chairperson
FOP/DOCLC

Pamela Brown, Esq., General Counsel
Office of the Chief Technology Officer

Keith Washington, President
AFSCME, Local 2092


Brenda Donald, Director
Child and Family Services Agency
Lisa Blackwell, Executive President
AFGE, Local 1000



Nina McIntosh-Jones, Labor Liaison
Child and Family Services Agency

Christal Williams

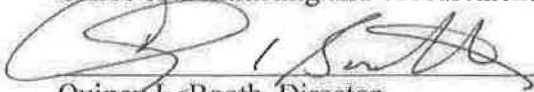
Melinda M. Bolling, Director
Department of Consumer and
Regulatory Affairs

Don Tatum, Labor Liaison
Department of Consumer and
Regulatory Affairs

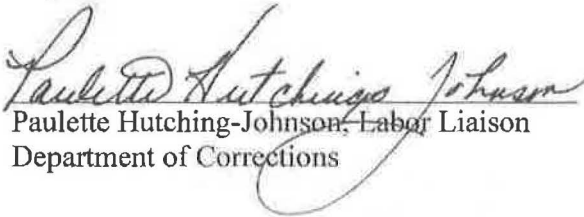


George A. Schutter, Chief Procurement Officer
Office of Contracting and Procurement

Gina Toppin, Labor Liaison
Office of Contracting and Procurement

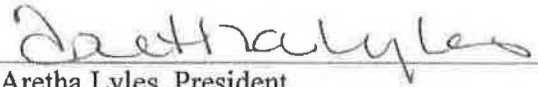


Quincy L. Booth, Director
Department of Corrections

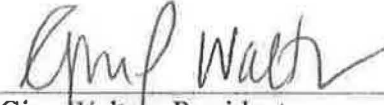


Paulette Hutchings-Johnson, Labor Liaison
Department of Corrections

Andrew Reese, Director
Department on Disability Services



Aretha Lyles, President
AFGE, Local 3721

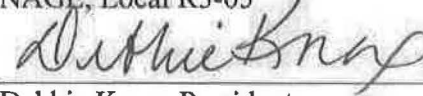


Gina Walton, President
AFGE, Local 1975

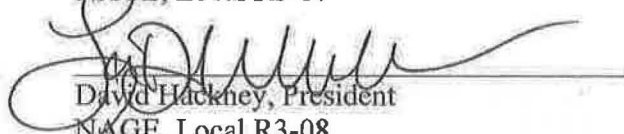
Lisa Wallace, Vice President
1199 SEIU/UHWE



Harvey Cannon, President
NAGE, Local R3-05



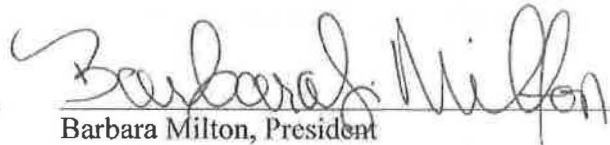
Debbie Knox, President
NAGE, Local R3-07



David Hackney, President
NAGE, Local R3-08



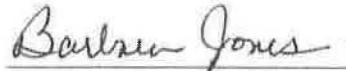
LaToya McDowney, President
NAGE, Local R3-09



Barbara Milton, President
AFGE, Local 631

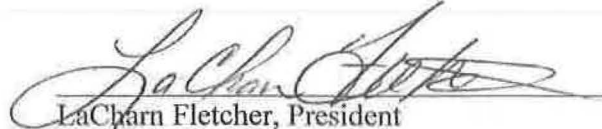


Jessica Gray, Labor Liaison
Department on Disability Services



Barbara Jones, President
AFGE, Local 2741

Odie Donald II, Director
D.C. Department of Employment
Services



LaCharn Fletcher, President
FOP/DC Protective Services-PDLC


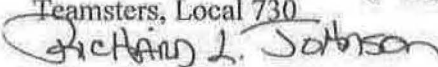
Van Freeman, Deputy Chief of Staff
D.C. Department of Employment
Services

Thomas Ratliff, President
Teamsters, Local 639

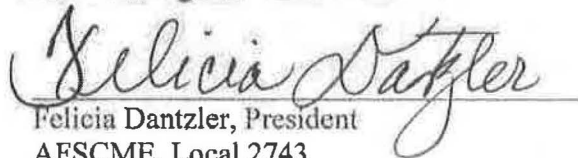
Tommy Wells, Director
Department of Energy and the
Environment

Michael Flood, President
AFSCME, Local 2921

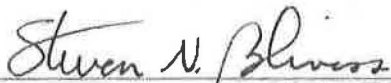
Talisha Pitt, Labor Liaison
Department of Energy and the
Environment


Ritchie Brooks, President
Teamsters, Local 730
 Rec Secy

Gregory Dean, Chief
Fire and Emergency Medical Services
Department



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

Ernest Chrappah, Chairman
D.C. Department of For-Hire Vehicles

Debra Walker

Debra Walker, President
AFSCME, Local 709

Tanya Ricks

Tanya Ricks, Labor Liaison
D.C. Department of For-Hire Vehicles

Andre Phillip
~~Andre Phillip~~, Chairperson ANDRE Phillip
FOP/DYRSLC

Jenifer Smith, PhD, Director
Department of Forensic Sciences

Robert Hollingsworth
Robert Hollingsworth, President
AFSCME, Local 2776

Rasheed Raj, General Counsel
Department of Forensic Sciences

Antoinette White-Richardson
Antoinette White-Richardson, President
AFSCME, Local 1808

Greer Johnson Gillis, Director
Department of General Services

Darrin Roach
Darrin Roach, President
AFSCME, Local 877

Brittney A. Wright

Brittney A. Wright, Labor Liaison
Department of General Services

LaVerne Gooding-Jones
LaVerne Gooding-Jones, President
AFSCME, Local 2087

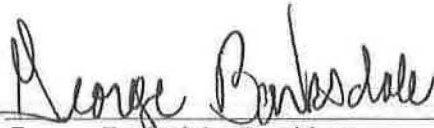
LaQuandra S. Nesbitt
LaQuandra S. Nesbitt, MD, MPH, Director
Department of Health

Larry Doggett, Business Manager
Public Service Employees, Local 572

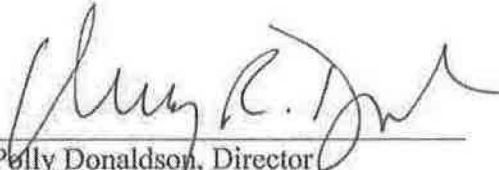
Kathleen C. Ognibene
Kathleen Ognibene, Labor Liaison
Department of Health

Perlisa Gales, President
Alliance of Independent Workers Union

Christopher Rodriguez, Director
Homeland Security and Emergency
Management Agency



George Banksdale, President
AFGE, Local 3444

Anthony Crispino, Labor Liaison
Homeland Security and Emergency
Management Agency


Polly Donaldson, Director
Department of Housing and
Community Development

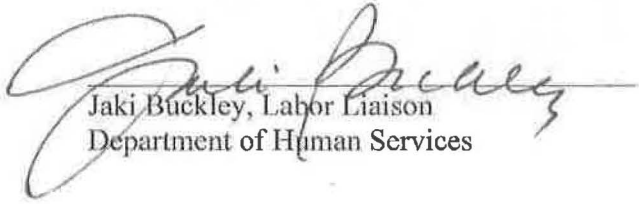
Drew Hubbard, Labor Liaison
Department of Housing and
Community Development


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



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


Laura Zellinger, 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

Odessa Nance, Labor Liaison
Department of Motor Vehicles

Peter Newsham, Chief
D.C. Metropolitan Police Department

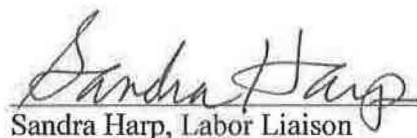
Mark Viehmeyer, Labor Liaison
D.C. Metropolitan Police Department

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



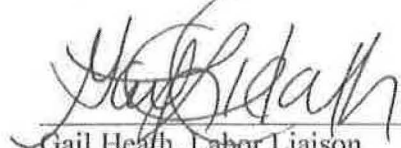
Sandra Harp, Labor Liaison
D.C. Office of Planning

Antwan Wilson, Chancellor
D.C. Public Schools

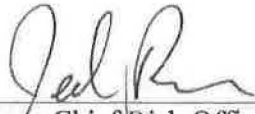
Kaitlyn Girard, Director
Labor Management and Employee Relations
D.C. Public Schools



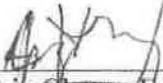
For Christopher Shorter, Director
Department of Public Works



Gail Heath, Labor Liaison
Department of Public Works

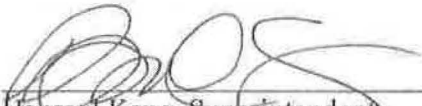


Jed Ross, Chief Risk Officer
Office of Risk Management

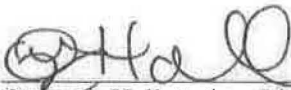


~~Eric Chover, Labor Liaison~~
Office of Risk Management

MELBA
CARLOS



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

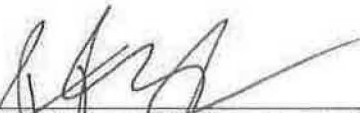
Yvonne McManus, Labor Liaison
Office of Unified Communications



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 Liaison~~ *EXECUTIVE DIRECTOR, HUMAN RESOURCES*
Office of the Chief Financial Officer


Richard Reyes-Gavilan, Executive Director
D.C. Public Libraries



Barbara Kirven, Labor Liaison
D.C. Public Libraries

Veronica Ahern, Executive Director
D.C. Public Service Commission

Richard Beverly, General Counsel
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


Wayne Turnage, M.P.A., Director
Department of Health Care Finance


Stodie Mae 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 Jan 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 24th day of February 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.

<u>Proposed Resolution</u>	<u>Title</u>	<u>Date of Approval</u>
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	February 23, 2018

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

Sincerely,

Phil Mendelson
Chairman of the Council

cc: Committee on Labor and Workforce Development



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



Fiscal Year: 2018 Service Code Definition: Professional and Scientific

Effective Date: October 1, 2017

Series:

Union/Nonunion: Union

Affected CBU/Service Code(s):

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077

X01

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
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	\$ 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: CS
Peoplesoft Schedule: DS0078
 X02

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 35,445	\$ 36,679	\$ 37,913	\$ 39,147	\$ 40,381	\$ 41,615	\$ 42,849	\$ 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	\$ 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	\$ 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	\$ 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

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



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: CS
Peoplesoft Schedule: DS0079
 X03

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
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 \$	38,839 \$	39,923 \$	41,007 \$	1,084
4 \$	32,776 \$	33,889 \$	35,002 \$	36,115 \$	37,228 \$	38,341 \$	39,454 \$	40,567 \$	41,680 \$	42,793 \$	1,113
5 \$	35,445 \$	36,679 \$	37,913 \$	39,147 \$	40,381 \$	41,615 \$	42,849 \$	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 \$	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 \$	64,323 \$	66,002 \$	67,681 \$	1,679

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



Fiscal Year: 2018 **Service Code Definition:** Corrections and Other Occupation Groups

Effective Date: October 1, 2017

Union/Nonunion: Union **Job Series:** 0006 Correctional Program Specialist
 0081 Fire Protection Specialist
 0101 Correctional Treatment Specialist
Pay Plan/Schedule: CS 0390 Telecommunications Equipment Operator
Peoplesoft Schedule: DS0067 1802 Cellblock Technician (Cellblock Only)
 X04 1811 Criminal Investigator
 2151 Dispatcher (OUC Only)

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Step										Between Steps
	1	2	3	4	5	6	7	8	9	10	
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

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



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: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.0%

Resolution Number:

Date of Resolution:

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

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



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: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
02	\$ 16.10	\$ 16.66	\$ 17.22	\$ 17.78	\$ 18.34	\$ 18.90	\$ 19.46	\$ 20.02	\$ 20.58	\$ 21.14	\$ 0.56
02L	\$ 17.56	\$ 18.17	\$ 18.78	\$ 19.39	\$ 20.00	\$ 20.61	\$ 21.22	\$ 21.83	\$ 22.44	\$ 23.05	\$ 0.61
03	\$ 17.37	\$ 17.96	\$ 18.55	\$ 19.14	\$ 19.73	\$ 20.32	\$ 20.91	\$ 21.50	\$ 22.09	\$ 22.68	\$ 0.59
03L	\$ 18.98	\$ 19.64	\$ 20.30	\$ 20.96	\$ 21.62	\$ 22.28	\$ 22.94	\$ 23.60	\$ 24.26	\$ 24.92	\$ 0.66
04	\$ 18.60	\$ 19.24	\$ 19.88	\$ 20.52	\$ 21.16	\$ 21.80	\$ 22.44	\$ 23.08	\$ 23.72	\$ 24.36	\$ 0.64
04L	\$ 20.34	\$ 21.05	\$ 21.76	\$ 22.47	\$ 23.18	\$ 23.89	\$ 24.60	\$ 25.31	\$ 26.02	\$ 26.73	\$ 0.71
05	\$ 19.85	\$ 20.53	\$ 21.21	\$ 21.89	\$ 22.57	\$ 23.25	\$ 23.93	\$ 24.61	\$ 25.29	\$ 25.97	\$ 0.68
05L	\$ 21.62	\$ 22.38	\$ 23.14	\$ 23.90	\$ 24.66	\$ 25.42	\$ 26.18	\$ 26.94	\$ 27.70	\$ 28.46	\$ 0.76
06	\$ 21.03	\$ 21.76	\$ 22.49	\$ 23.22	\$ 23.95	\$ 24.68	\$ 25.41	\$ 26.14	\$ 26.87	\$ 27.60	\$ 0.73
06L	\$ 23.09	\$ 23.88	\$ 24.67	\$ 25.46	\$ 26.25	\$ 27.04	\$ 27.83	\$ 28.62	\$ 29.41	\$ 30.20	\$ 0.79
07	\$ 22.42	\$ 23.19	\$ 23.96	\$ 24.73	\$ 25.50	\$ 26.27	\$ 27.04	\$ 27.81	\$ 28.58	\$ 29.35	\$ 0.77
07L	\$ 24.49	\$ 25.34	\$ 26.19	\$ 27.04	\$ 27.89	\$ 28.74	\$ 29.59	\$ 30.44	\$ 31.29	\$ 32.14	\$ 0.85
08	\$ 23.69	\$ 24.50	\$ 25.31	\$ 26.12	\$ 26.93	\$ 27.74	\$ 28.55	\$ 29.36	\$ 30.17	\$ 30.98	\$ 0.81
08L	\$ 25.89	\$ 26.81	\$ 27.73	\$ 28.65	\$ 29.57	\$ 30.49	\$ 31.41	\$ 32.33	\$ 33.25	\$ 34.17	\$ 0.92
09	\$ 24.85	\$ 25.71	\$ 26.57	\$ 27.43	\$ 28.29	\$ 29.15	\$ 30.01	\$ 30.87	\$ 31.73	\$ 32.59	\$ 0.86
09L	\$ 27.26	\$ 28.20	\$ 29.14	\$ 30.08	\$ 31.02	\$ 31.96	\$ 32.90	\$ 33.84	\$ 34.78	\$ 35.72	\$ 0.94
10	\$ 26.11	\$ 27.02	\$ 27.93	\$ 28.84	\$ 29.75	\$ 30.66	\$ 31.57	\$ 32.48	\$ 33.39	\$ 34.30	\$ 0.91
10L	\$ 28.66	\$ 29.65	\$ 30.64	\$ 31.63	\$ 32.62	\$ 33.61	\$ 34.60	\$ 35.59	\$ 36.58	\$ 37.57	\$ 0.99
11	\$ 27.38	\$ 28.34	\$ 29.30	\$ 30.26	\$ 31.22	\$ 32.18	\$ 33.14	\$ 34.10	\$ 35.06	\$ 36.02	\$ 0.96
11L	\$ 30.05	\$ 31.09	\$ 32.13	\$ 33.17	\$ 34.21	\$ 35.25	\$ 36.29	\$ 37.33	\$ 38.37	\$ 39.41	\$ 1.04
12	\$ 28.66	\$ 29.65	\$ 30.64	\$ 31.63	\$ 32.62	\$ 33.61	\$ 34.60	\$ 35.59	\$ 36.58	\$ 37.57	\$ 0.99
12L	\$ 31.40	\$ 32.48	\$ 33.56	\$ 34.64	\$ 35.72	\$ 36.80	\$ 37.88	\$ 38.96	\$ 40.04	\$ 41.12	\$ 1.08
13	\$ 29.86	\$ 30.90	\$ 31.94	\$ 32.98	\$ 34.02	\$ 35.06	\$ 36.10	\$ 37.14	\$ 38.18	\$ 39.22	\$ 1.04
13L	\$ 32.64	\$ 33.82	\$ 35.00	\$ 36.18	\$ 37.36	\$ 38.54	\$ 39.72	\$ 40.90	\$ 42.08	\$ 43.26	\$ 1.18

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



Fiscal Year: 2019 **Service Code Definition:** 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:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
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
12 \$	79,930 \$	82,412 \$	84,894 \$	87,376 \$	89,858 \$	92,340 \$	94,822 \$	97,304 \$	99,786 \$	102,268 \$	2,482
13 \$	92,093 \$	95,046 \$	97,999 \$	100,952 \$	103,905 \$	106,858 \$	109,811 \$	112,764 \$	115,717 \$	118,670 \$	2,953
14 \$	108,847 \$	112,334 \$	115,821 \$	119,308 \$	122,795 \$	126,282 \$	129,769 \$	133,256 \$	136,743 \$	140,230 \$	3,487

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



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: CS
Peoplesoft Schedule: DS0078
 X02

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
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

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



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: CS
Peoplesoft Schedule: DS0079
 X03

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
2	\$ 29,250	\$ 30,273	\$ 31,296	\$ 32,319	\$ 33,342	\$ 34,365	\$ 35,388	\$ 36,411	\$ 37,434	\$ 38,457	\$	1,023
3	\$ 31,875	\$ 32,981	\$ 34,087	\$ 35,193	\$ 36,299	\$ 37,405	\$ 38,511	\$ 39,617	\$ 40,723	\$ 41,829	\$	1,106
4	\$ 33,429	\$ 34,565	\$ 35,701	\$ 36,837	\$ 37,973	\$ 39,109	\$ 40,245	\$ 41,381	\$ 42,517	\$ 43,653	\$	1,136
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

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



Fiscal Year: 2019 Service Code Definition: Corrections and Other Occupation Groups

Effective Date: October 14, 2018

Union/Nonunion: Union Job Series: 0006 Correctional Program Specialist
 0081 Fire Protection Specialist
 0101 Correctional Treatment Specialist
 0390 Telecommunications Equipment Operator
 Pay Plan/Schedule: CS 1802 Cellblock Technician (Cellblock Only)
 Peoplesoft Schedule: DS0067 1811 Criminal Investigator
 X04 2151 Dispatcher (OUC Only)

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between 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

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



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: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 52,889	\$ 54,278	\$ 55,667	\$ 57,056	\$ 58,445	\$ 59,834	\$ 61,223	\$ 62,612	\$ 64,001	\$ 65,390	\$ 1,389
7	\$ 57,348	\$ 58,893	\$ 60,438	\$ 61,983	\$ 63,528	\$ 65,073	\$ 66,618	\$ 68,163	\$ 69,708	\$ 71,253	\$ 1,545
9	\$ 62,184	\$ 63,901	\$ 65,618	\$ 67,335	\$ 69,052	\$ 70,769	\$ 72,486	\$ 74,203	\$ 75,920	\$ 77,637	\$ 1,717
11	\$ 70,827	\$ 72,903	\$ 74,979	\$ 77,055	\$ 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	\$ 88,733	\$ 91,485	\$ 94,237	\$ 96,989	\$ 99,741	\$ 102,493	\$ 105,245	\$ 107,997	\$ 110,749	\$ 113,501	\$ 2,752

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



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:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
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
12 \$	82,326 \$	84,883 \$	87,440 \$	89,997 \$	92,554 \$	95,111 \$	97,668 \$	100,225 \$	102,782 \$	105,339 \$	2,557
13 \$	94,858 \$	97,899 \$	100,940 \$	103,981 \$	107,022 \$	110,063 \$	113,104 \$	116,145 \$	119,186 \$	122,227 \$	3,041
14 \$	112,111 \$	115,703 \$	119,295 \$	122,887 \$	126,479 \$	130,071 \$	133,663 \$	137,255 \$	140,847 \$	144,439 \$	3,592

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



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: CS
Peoplesoft Schedule: DS0078
 X02

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
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

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



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: CS
Peoplesoft Schedule: DS0079
 X03

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
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 \$	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

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



Fiscal Year: 2020 Service Code Definition: Corrections and Other Occupation Groups

Effective Date: October 13, 2019

Union/Nonunion: Union Job Series: 0006 Correctional Program Specialist
 0081 Fire Protection Specialist
 0101 Correctional Treatment Specialist
 0390 Telecommunications Equipment Operator
 Peoplesoft Schedule: DS0067 1802 Cellblock Technician (Cellblock Only)
 X04 1811 Criminal Investigator
 2151 Dispatcher (OUC Only)

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between 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	\$ 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

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



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: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 54,478	\$ 55,908	\$ 57,338	\$ 58,768	\$ 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	\$ 72,893	\$ 74,662	\$ 76,431	\$ 78,200	\$ 79,969	\$ 1,769
11	\$ 72,953	\$ 75,091	\$ 77,229	\$ 79,367	\$ 81,505	\$ 83,643	\$ 85,781	\$ 87,919	\$ 90,057	\$ 92,195	\$ 2,138
12	\$ 82,326	\$ 84,883	\$ 87,440	\$ 89,997	\$ 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	\$ 108,401	\$ 111,235	\$ 114,069	\$ 116,903	\$ 2,834

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



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:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9 \$	57,162 \$	58,988 \$	60,814 \$	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 \$	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 \$	2,646
13 \$	98,176 \$	101,324 \$	104,472 \$	107,620 \$	110,768 \$	113,916 \$	117,064 \$	120,212 \$	123,360 \$	126,508 \$	3,148
14 \$	116,034 \$	119,752 \$	123,470 \$	127,188 \$	130,906 \$	134,624 \$	138,342 \$	142,060 \$	145,778 \$	149,496 \$	3,718

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



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: CS
Peoplesoft Schedule: DS0078
 X02

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 38,538	\$ 39,881	\$ 41,224	\$ 42,567	\$ 43,910	\$ 45,253	\$ 46,596	\$ 47,939	\$ 49,282	\$ 50,625	\$ 1,343
6	\$ 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	\$ 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	\$ 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	\$ 75,509	\$ 77,722	\$ 79,935	\$ 82,148	\$ 84,361	\$ 86,574	\$ 88,787	\$ 2,213

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



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: CS
Peoplesoft Schedule: DS0079
 X03

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
2 \$	31,184 \$	32,274 \$	33,364 \$	34,454 \$	35,544 \$	36,634 \$	37,724 \$	38,814 \$	39,904 \$	40,994 \$	1,090
3 \$	33,981 \$	35,160 \$	36,339 \$	37,518 \$	38,697 \$	39,876 \$	41,055 \$	42,234 \$	43,413 \$	44,592 \$	1,179
4 \$	35,637 \$	36,848 \$	38,059 \$	39,270 \$	40,481 \$	41,692 \$	42,903 \$	44,114 \$	45,325 \$	46,536 \$	1,211
5 \$	38,538 \$	39,881 \$	41,224 \$	42,567 \$	43,910 \$	45,253 \$	46,596 \$	47,939 \$	49,282 \$	50,625 \$	1,343
6 \$	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 \$	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 \$	62,640 \$	64,466 \$	66,292 \$	68,118 \$	69,944 \$	71,770 \$	73,596 \$	1,826

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



Fiscal Year: 2021 Service Code Definition: Corrections and Other Occupation Groups

Effective Date: October 11, 2020

Union/Nonunion: Union Job Series: 0006 Correctional Program Specialist
 0081 Fire Protection Specialist
 0101 Correctional Treatment Specialist
 0390 Telecommunications Equipment Operator
 Pay Plan/Schedule: CS 1802 Cellblock Technician (Cellblock Only)
 Peoplesoft Schedule: DS0067 1811 Criminal Investigator
 X04 2151 Dispatcher (OUC Only)

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between 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

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



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: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 56,385	\$ 57,865	\$ 59,345	\$ 60,825	\$ 62,305	\$ 63,785	\$ 65,265	\$ 66,745	\$ 68,225	\$ 69,705	\$ 1,480
7	\$ 61,132	\$ 62,780	\$ 64,428	\$ 66,076	\$ 67,724	\$ 69,372	\$ 71,020	\$ 72,668	\$ 74,316	\$ 75,964	\$ 1,648
9	\$ 66,289	\$ 68,120	\$ 69,951	\$ 71,782	\$ 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	\$ 95,423	\$ 2,213
12	\$ 85,209	\$ 87,855	\$ 90,501	\$ 93,147	\$ 95,793	\$ 98,439	\$ 101,085	\$ 103,731	\$ 106,377	\$ 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

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



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
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
02	\$ 17.50	\$ 18.11	\$ 18.72	\$ 19.33	\$ 19.94	\$ 20.55	\$ 21.16	\$ 21.77	\$ 22.38	\$ 22.99	\$ 0.61
02L	\$ 19.07	\$ 19.74	\$ 20.41	\$ 21.08	\$ 21.75	\$ 22.42	\$ 23.09	\$ 23.76	\$ 24.43	\$ 25.10	\$ 0.67
03	\$ 18.89	\$ 19.53	\$ 20.17	\$ 20.81	\$ 21.45	\$ 22.09	\$ 22.73	\$ 23.37	\$ 24.01	\$ 24.65	\$ 0.64
03L	\$ 20.66	\$ 21.37	\$ 22.08	\$ 22.79	\$ 23.50	\$ 24.21	\$ 24.92	\$ 25.63	\$ 26.34	\$ 27.05	\$ 0.71
04	\$ 20.21	\$ 20.91	\$ 21.61	\$ 22.31	\$ 23.01	\$ 23.71	\$ 24.41	\$ 25.11	\$ 25.81	\$ 26.51	\$ 0.70
04L	\$ 22.16	\$ 22.92	\$ 23.68	\$ 24.44	\$ 25.20	\$ 25.96	\$ 26.72	\$ 27.48	\$ 28.24	\$ 29.00	\$ 0.76
05	\$ 21.62	\$ 22.35	\$ 23.08	\$ 23.81	\$ 24.54	\$ 25.27	\$ 26.00	\$ 26.73	\$ 27.46	\$ 28.19	\$ 0.73
05L	\$ 23.53	\$ 24.35	\$ 25.17	\$ 25.99	\$ 26.81	\$ 27.63	\$ 28.45	\$ 29.27	\$ 30.09	\$ 30.91	\$ 0.82
06	\$ 22.84	\$ 23.64	\$ 24.44	\$ 25.24	\$ 26.04	\$ 26.84	\$ 27.64	\$ 28.44	\$ 29.24	\$ 30.04	\$ 0.80
06L	\$ 25.11	\$ 25.97	\$ 26.83	\$ 27.69	\$ 28.55	\$ 29.41	\$ 30.27	\$ 31.13	\$ 31.99	\$ 32.85	\$ 0.86
07	\$ 24.37	\$ 25.21	\$ 26.05	\$ 26.89	\$ 27.73	\$ 28.57	\$ 29.41	\$ 30.25	\$ 31.09	\$ 31.93	\$ 0.84
07L	\$ 26.61	\$ 27.54	\$ 28.47	\$ 29.40	\$ 30.33	\$ 31.26	\$ 32.19	\$ 33.12	\$ 34.05	\$ 34.98	\$ 0.93
08	\$ 25.76	\$ 26.64	\$ 27.52	\$ 28.40	\$ 29.28	\$ 30.16	\$ 31.04	\$ 31.92	\$ 32.80	\$ 33.68	\$ 0.88
08L	\$ 28.15	\$ 29.15	\$ 30.15	\$ 31.15	\$ 32.15	\$ 33.15	\$ 34.15	\$ 35.15	\$ 36.15	\$ 37.15	\$ 1.00
09	\$ 27.01	\$ 27.95	\$ 28.89	\$ 29.83	\$ 30.77	\$ 31.71	\$ 32.65	\$ 33.59	\$ 34.53	\$ 35.47	\$ 0.94
09L	\$ 29.65	\$ 30.67	\$ 31.69	\$ 32.71	\$ 33.73	\$ 34.75	\$ 35.77	\$ 36.79	\$ 37.81	\$ 38.83	\$ 1.02
10	\$ 28.39	\$ 29.38	\$ 30.37	\$ 31.36	\$ 32.35	\$ 33.34	\$ 34.33	\$ 35.32	\$ 36.31	\$ 37.30	\$ 0.99
10L	\$ 31.15	\$ 32.23	\$ 33.31	\$ 34.39	\$ 35.47	\$ 36.55	\$ 37.63	\$ 38.71	\$ 39.79	\$ 40.87	\$ 1.08
11	\$ 29.79	\$ 30.83	\$ 31.87	\$ 32.91	\$ 33.95	\$ 34.99	\$ 36.03	\$ 37.07	\$ 38.11	\$ 39.15	\$ 1.04
11L	\$ 32.64	\$ 33.78	\$ 34.92	\$ 36.06	\$ 37.20	\$ 38.34	\$ 39.48	\$ 40.62	\$ 41.76	\$ 42.90	\$ 1.14
12	\$ 31.15	\$ 32.23	\$ 33.31	\$ 34.39	\$ 35.47	\$ 36.55	\$ 37.63	\$ 38.71	\$ 39.79	\$ 40.87	\$ 1.08
12L	\$ 34.15	\$ 35.32	\$ 36.49	\$ 37.66	\$ 38.83	\$ 40.00	\$ 41.17	\$ 42.34	\$ 43.51	\$ 44.68	\$ 1.17
13	\$ 32.47	\$ 33.60	\$ 34.73	\$ 35.86	\$ 36.99	\$ 38.12	\$ 39.25	\$ 40.38	\$ 41.51	\$ 42.64	\$ 1.13
13L	\$ 35.50	\$ 36.78	\$ 38.06	\$ 39.34	\$ 40.62	\$ 41.90	\$ 43.18	\$ 44.46	\$ 45.74	\$ 47.02	\$ 1.28

