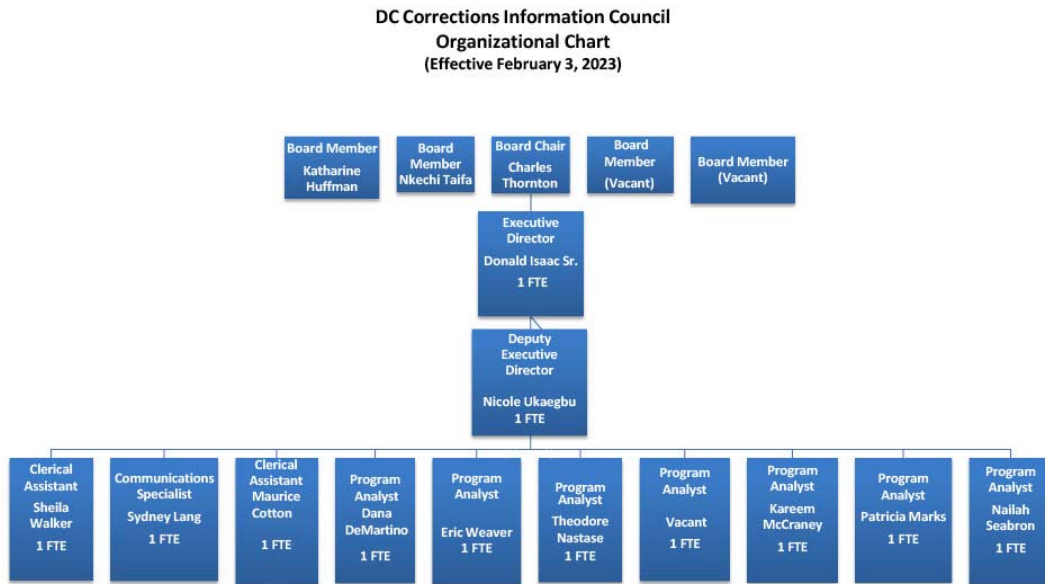


**Fiscal Year 2022 Performance Oversight Questions**  
***Corrections Information Council***

**A. ORGANIZATION AND OPERATIONS**

1. Please provide a complete, up-to-date **organizational chart** for the agency and each division within the agency, including the names and titles of all senior personnel. Please include an explanation of the roles and responsibilities for each division and subdivision within the agency.
  - Please include a list of the employees (name and title) for each subdivision and the number of vacant, frozen, and filled positions. For vacant positions, please indicate how long the position has been vacant.
  - Please provide a narrative explanation of any changes to the organizational chart made during the previous year.



A deputy executive director position and a program analyst position were added in order to add to the internal capacity and efficiency of the office.

2. Please list each **new program** implemented by the agency during FY 2022 and FY 2023, to date. For each initiative please provide:

- A description of the initiative, including when begun and when completed (or expected to be completed);
- The funding required to implement the initiative;
- Any documented results of the initiative.

Not applicable.

3. Please provide a complete, up-to-date **position listing** for your agency, ordered by program and activity, and including the following information for each position:

- Title of position;
- Name of employee or statement that the position is vacant, unfunded, or proposed;
- Date employee began in position;
- Salary and fringe benefits (separately), including the specific grade, series, and step of position;
- Job status (continuing/term/temporary/contract);
- Whether the position must be filled to comply with federal or local law.

*Please note the date that the information was collected*

As of February 6, 2023:

Title of Position	Name	Start Date	Salary	Fringe	Series/Grade/Step	Job Status	Federal/Local Compliance
Executive Director	Donald Isaac	11/26/2018	\$143,047.80	21.5%	ES/9/0	Term	Local
Deputy Executive Director	Nicole Ukaegbu	5/16/2018	\$114,441	21.5%	MS/14/0	Continuing	Local
Program Analyst	Nailah Seabron	6/24/2019	\$93,069	21.5%	CS/13/1	Continuing	Local
Program Analyst	Kareem McCraney	2/4/2019	\$83,289	21.5%	CS/12/2	Continuing	Local
Program Analyst	Patricia Marks	6/24/2019	\$83,289	21.5%	CS/12/2	Continuing	Local
Program Analyst	Dana DeMartino	1/17/2023	\$80,784	21.5%	CS/12/1	Continuing	Local
Program Analyst	Theodore Nastase	1/17/2023	\$80,784	21.5%	CS/12/1	Continuing	Local
Program Analyst	Eric Weaver	11/20/2022	\$96,052	21.5%	CS/13/2	Continuing	Local

Communications Specialist	Sydney Lang	1/3/2022	\$55,915	21.5 %	CS/9/2	Continuing	Local
Clerical Assistant	Maurice Cotton	3/1/2020	\$42,892	21.5 %	CS/5/6	Term	Local
Clerical Assistant	Sheila Walker	10/1/2017	\$49,533	21.5 %	CS/7/4	Continuing	Local
*Program Analyst	Vacant	N/A	N/A	N/A	CS/12/2	Continuing	Local

\*Program Analyst Vacancy: the position is currently vacant, however, an internal candidate has been selected for the position. Due to DCHR processing timelines, the selected candidate has not filled the position. The projected start date for the selected candidate is 2/26/23.

- Does the agency conduct annual **performance evaluations** of all of its employees, and was this done in FY 2022? Who conducts such evaluations? What are they performance measures by which employees are evaluated? What steps are taken to ensure that all agency employees are meeting individual job requirements? What steps are taken when an employee does not meet individual job requirements?

Yes, the agency conducts performance evaluations of all employees. They are conducted by the director. They are evaluated based on SMART goals developed according to their job description and agency needs. The employees are assisted by more senior staff in order to guide expectations and assist with questions regarding execution during team and individualized meetings. Employees are assessed for suitability during their one-year probationary period. If an individual does not meet expectations, meetings are provided to help assist with deficiencies and different assignments are provided to assess overall strengths as related to possible areas of increased focus, including verbal and written communication, baseline knowledge, execution of inspection-related duties, and overall team performance.

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

Not applicable

- Please provide the position name, organization unit to which it is assigned, and hourly rate of any **contract workers** in your agency, and the company from which they are contracted.

Not applicable

7. Please provide the Committee with:

- A list of all employees who receive cellphones or similar communications devices at agency expense.

- Maurice Cotton
- Sydney Lang
- Nailah Seabron
- Sheila Walker

- Please provide the total cost for mobile communications and devices at the agency for FY 2022 and FY 2023 to date, including equipment and service plans.

FY 2022 Mobile Communications and Devices:

Totals									\$ 2,706.38
Agency Code	Fiscal Year	First Name	Last Name	Vendor	Phone#	Service Type	Device Type	Office	FY Total
FI	2022	SHEILA	WALKER	AT&T	2022629656	Cellular	iPhone 7	DCCIC	\$ 735.01
FI	2022	MAURICE	COTTON	AT&T	2023944442	Cellular	iPhone XR, galaxy- galaxy S4	DCCIC	\$ 735.01
FI	2022	NAILAH	SEABRON	AT&T	2024457623	Cellular	iphone 6S	DCCIC	\$ 736.87
FI	2022	SYDNEY	LANG	VerizonWL	2024370944	Cellular	iPhone 12 (64 GB Black), iPh	DCCIC	\$ 499.49

FY2023 (to date) Mobile Communications and Devices:

Totals								\$ 406.73
First Name	Last Name	Vendor	Phone#	Service Type	Device Type	Office		
SHEILA	WALKER	AT&T	2022629656	Cellular	iPhone 7	DCCIC	\$	108.57
MAURICE	COTTON	AT&T	2023944442	Cellular	iPhone XR	DCCIC	\$	108.57
NAILAH	SEABRON	AT&T	2024457623	Cellular	iphone 6S	DCCIC	\$	108.57
SYDNEY	LANG	VerizonWL	2024370944	Cellular	iPhone 12 (64 GB Black)	DCCIC	\$	81.02

- A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned.

Not applicable

- A list of employee bonuses or special award pay granted in FY 2022 and FY 2023, to date.

Not applicable

- A list of travel expenses, arranged by employee.

Expenses will be provided as soon as possible. There is a new financial system, and we are working with DCHR to provided finalized numbers.

- A list of the total overtime and worker's compensation payments paid in FY 2022 and FY 2023, to date.

Overtime:

FY22: \$9.65

FY23: \$164.07

8. Please provide a list of each **collective bargaining agreement** that is currently in effect for agency employees.
- Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
  - Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.
  - Please note if the agency is currently in bargaining and its anticipated completion date.

Not applicable.

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

In addition to storing information on a shared network drive, the CIC uses three databases to track and analyze data:

- Ragic: Online database system to track and manage correspondence and other interactions with incarcerated individuals and members of the public. Has been used since 2016. Not accessible by the public due to the personal nature of communications. The Bureau of Prisons, in compliance with the MOU, provides the CIC with a quarterly roster of persons sentenced for DC Code Offences. The roster includes name, registration number, location, projected release date, and length of sentence. Starting January 1, 2023 the roster also includes data on age and gender. Based on the data from the roster, the CIC is able to provide summary data such as number of persons housed within 500 miles of Washington DC, number of persons projected to come home in the next six months, number and age of persons serving a life sentence, etc. In addition to compiling reports from the roster, the information is imported into the Ragic database so that individual's movements can be tracked over time.

- SurveyMonkey: Online survey development system to design surveys and analyze survey response data. Has been used since 2016. Not accessible by the public due to the personal nature of communications.
- Dedoose: Online database used to store and code information, which can subsequently run formulas to analyze and quantify data. It was acquired in 2020 to help streamline our survey analyses. It is not access accessible by the public due to the confidential and personally identifiable nature of communications.

10. Please describe the agency's procedures for investigating allegations of **sexual harassment** or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY 2022 and FY 2023, to date, and whether and how those allegations were resolved.

CIC's sexual harassment procedures are modeled after those established by DCHR, which requires an investigation of the claims by a supervisor or sexual harassment officer while affording involved parties as much confidentiality as reasonably possible. There were no claims in FY22 or FY23.

11. For any **boards or commissions** associated with your agency, please provide a chart listing the following for each member:

- The member's name;
- Confirmation date;
- Term expiration date;
- Whether the member is a District resident or not;
- Attendance at each meeting in FY 2022 and FY 2023, to date.
- Please also identify any vacancies.

Not applicable.

12. Please list the **task forces and organizations**, including those inside the government such as interagency task forces, of which the agency is a member and any associated membership dues paid.

Not applicable.

13. What has the agency done in the past year to make the activities of the agency more **transparent** to the public?

- The CIC has increased posts across social media to inform the public of CIC publications, data that the CIC has acquired, and the dates with accessible links for the CIC's Open Meeting.
- The CIC's social media posts have gone from 10 in 2021 to 51 in 2022. These posts have included the creation of "data corner" posts, which

educate the public on what issues residents have communicated to the CIC, as well as objective data that the CIC has collected over time. The CIC also posts info sheets and screenshots of radars to make them available to the public without having to go to the CIC website.

- CIC has increased the frequency of information sheets, which attempt to enlighten the community and highlight issues that residents and their families may face. These info sheets have included updates on institutions with the most DC residents, education on the First Step Act, parole, and voting rights.
- The CIC maintains communication with various agencies in order to either acquire and/or facilitate the dissemination of information regarding the incarcerated population. Those communications have included the Washington Lawyers' Committee for Civil Rights, Georgetown Law School, Council for Court Excellence, School Justice Policy, and the Criminal Justice Coordinating Council.
- The CIC has also increased the number of Radars produced, which highlight urgent news that the CIC would like to keep the public updated on, including deaths at the DOC, maintenance issues, and any possible movement of residents out of USP Thomson and USP Pollock.
- The CIC also attends meetings with advocacy and interest organizations, such as ReThink Justice DC, which is a cohort of representatives from various interest groups, such as Community Family Life Services, Criminon New Life DC, CURE DC, DC Justice Lab, DC Project Connect, DC Reentry Task Force, Interfaith Action for Human Rights, Justice Policy Institute, More Than Our Crimes, Neighbors for Justice, The National Reentry Network for Returning Citizens, Thrive DC, Who Speaks for Me?; as well as meetings with RAN, which is a cohort of representatives from various interest groups, such as Amazing Gospel Souls, Inc., Baltimore-Washington Conference of the United Methodist Church, Catholic Charities, Changing Perceptions, Collaborative Solutions for Communities, Community Connections, Community Family Life Services, Community Mediation DC, Community Services Agency of the Metro DC AFL-CIO Building Futures Program, Criminon New Life DC, DC Project Connect, Free Minds Book Club & Writing Workshop, Hope Foundation, House of Ruth, Insight on the Inside, Jubilee Housing, Legal Aid Society of the District of Columbia, National Association for the Advancement of Returning Citizens, National Reentry Network for Returning Citizens, Open City Advocates, Project New Opportunity, Public Defender Service of the District of Columbia, So Others Might Eat, Southeast Ministry, Thrive DC, University Legal Services—Disability Rights DC Jail and Prison Advocacy Project, and Voices for a Second Chance.

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

- What is the nature of comments received? Please describe.

- How has the agency changed its practices as a result of such feedback?

The CIC does not have customers, but agency representatives attend meetings with various criminal justice interest groups (see above). The CIC has received feedback regarding requests for improved reporting timelines, which we are continuing to improve through our current report format, which promotes shorter turn-around times and an increased emphasis on key issues within facilities. The CIC has also received inquiries about its ability to enforce recommendations, which is not statutorily authorized due to our local mandate and principles of federalism.

15. Please complete the following chart about the residency of **new hires**:

**Number of Employees Hired in FY 2022 and FY 2023, to date**

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	4	3
Term	0	0
Temporary	0	0
Contract	0	0

16. Please provide the agency’s FY 2022 Performance Accountability Report.

See attached report.

**B. BUDGET AND FINANCE**

17. Please provide a chart showing the agency’s **approved budget and actual spending**, by division, for FY 2022 and FY 2023, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for each program and activity code.

**CORRECTIONS  
INFORMATION  
COUNCIL FY 22**

DIVISIO N	PROGRAM	LOCAL			GROSS FUNDS		
		FY 2022 Budget	FY 2022	FY 2022	FY 202	FY 202	FY 202



			Actual s	Balanc e	2 Bu dget	2 Act ual s	2 Bal anc e
PRISON ER WELL BEING	COMPREHE NSIVE INSPECTION DISTRICT	908,075	906,457	1,618	90 8,0 75	90 6,4 57	1,6 18
					0	0	0
					0	0	0
<b>TOTAL</b>		<b>908,075</b>	<b>906,457</b>	<b>1,618</b>	<b>90 8,0 75</b>	<b>90 6,4 57</b>	<b>1,6 18</b>

<b>FY 2022 Balance</b>		<b>FY 2022 LOCAL VARIANCE EXPLANATIONS:</b>	
<b>0</b>			

**CORRECTIONS  
INFORMATION  
COUNCIL FY 23**

<b>DIVISIO N</b>	<b>PROGRAM TITLE</b>	<b>LOCAL</b>			<b>GROSS FUNDS</b>		
		<b>FY 2023 Budget</b>	<b>FY 2023 Actual s</b>	<b>FY 2023 Balanc e</b>	<b>FY 2023 Bud get</b>	<b>FY 2023 Act ual s</b>	<b>FY 2023 Bal anc e</b>

PRISON ER WELL BEING	COMPREHE NSIVE INSPECTIO N DISTRICT	1,158,0 47	207,6 80	950,36 6	1,15 8,04 7	20 7,6 80	95 0,3 66
<b>TOTAL</b>		<b>1,158,0 47</b>	<b>207,6 80</b>	<b>950,3 66</b>	<b>1,15 8,04 7</b>	<b>20 7,6 80</b>	<b>95 0,3 66</b>

<b>FY 2023 Balance</b>		<b>FY 2023 LOCAL VARIANCE EXPLANATIONS:</b>	
<b>0</b>			

18. Please list any **reprogrammings**, in, out, or within, related to FY 2022 or FY 2023 funds. For each reprogramming, please list:

- The reprogramming number;
- The total amount of the reprogramming and the funding source (i.e., local, federal, SPR);
- The sending or receiving agency name, if applicable;
- The original purposes for which the funds were dedicated;
- The reprogrammed use of funds.

Fiscal Year	Reprogramming Number	Fund Type	Amount Reprogra mmed	Outs ide Agen cy?	Origin al Purpos e	New Purpose
22	BJFIRP22	LOC AL	4,857.26	N/A	Supplie s	Support Travel Initiative s to conduct yearly correctio nal facilities inspectio ns
23	N/A					

19. Please provide a complete accounting for all **intra-District transfers** received by or transferred from the agency during FY 2022 and FY 2023, to date, including:

- Buyer agency and Seller agency;
- The program and activity codes and names in the sending and receiving agencies' budgets;
- Funding source (i.e. local, federal, SPR);
- Description of MOU services;
- Total MOU amount, including any modifications;
- The date funds were transferred to the receiving agency.

Not applicable.

20. Please provide a list of all **MOUs** in place during FY 2022 and FY 2023, to date, that are not listed in response to the question above.

- BOP MOU
- DOC MOA
- DCHR MOU

21. Please identify any **special purpose revenue accounts** maintained by, used by, or available for use by your agency during FY 2022 and FY 2023, to date. For each account, please list the following:

- The revenue source name and code;
- The source of funding;
- A description of the program that generates the funds;
- The amount of funds generated by each source or program in FY 2022 and FY 2023, to date;
- Expenditures of funds, including the purpose of each expenditure, for FY 2022 and FY 2023, to date.

Not applicable.

22. Please provide a list of all projects for which your agency currently has **capital funds** available. Please include the following:

- A description of each project, including any projects to replace aging infrastructure (e.g., water mains and pipes);
- The amount of capital funds available for each project;
- A status report on each project, including a timeframe for completion;
- Planned remaining spending on the project.

Not applicable.

23. Please provide a complete accounting of all **federal grants** received for FY 2022 and FY 2023, to date, including the amount, the purpose for

which the funds were granted, whether those purposes were achieved and, for FY 2022, the amount of any unspent funds that did not carry over.

Not applicable.

24. Please list each contract, procurement, lease, and grant (“**contract**”) awarded, entered into, extended and option years exercised, by your agency during FY 2022 and FY 2023, to date. For each contract, please provide the following information, where applicable:

- The name of the contracting party;
- The nature of the contract, including the end product or service;
- The dollar amount of the contract, including budgeted amount and actually spent;
- The term of the contract;
- Whether the contract was competitively bid or not;
- The name of the agency’s contract monitor and the results of any monitoring activity;
- Funding source;
- Whether the contract is available to the public online.

Not applicable.

25. Please provide the details of any **surplus** in the agency’s budget for FY 2022, including:

- Total amount of the surplus;
- All projects and/or initiatives that contributed to the surplus.

In FY22, Corrections Information Council had a gross budget of \$908,075.03 with year to date expenditures of \$906,456.86 yielding a surplus of \$1,618.17. The contributing factors are as follows:

- Local funds had \$1,618.17 attributed to vacancy savings in Personnel Cost

### C. **LAWS, AUDITS, AND STUDIES**

26. Please identify any **legislative requirements** that the agency lacks sufficient resources to properly implement.

Not applicable.

27. Please identify any statutory or regulatory **impediments** to your agency’s operations or mission.

As an “information” council that makes recommendations, the agency is often asked about *enforcement* capabilities – which are not directly part of the mission; however, the nature of federal versus local authority make

enforcement at the federal level impossible. Our interactions with the BOP are guided by a mutual MOU, which has limitations, but also allows us the access required to provide insight on the federal system.

28. Please list all **regulations** for which the agency is responsible for oversight or implementation. Where available, please list by chapter and subject heading, including the date of the most recent revision.

<b>DC Code § 24-101.01</b>
Inspection Reports (3 BOP per FY)
Inspections of District of Columbia corrections facilities
BOP Youth Rehabilitation Amendment Act of 2018 Report
CIC Annual Report
DOC Annual Report

29. Please explain the impact on your agency of any **federal legislation or regulations** adopted during FY 2022 that significantly affect agency operations or resources.

Not applicable.

30. Please provide a list of all studies, research papers, and analyses (“**studies**”) the agency requested, prepared, or contracted for during FY 2022. Please state the status and purpose of each study.

- On February 16, 2022, the CIC provided an analysis on the status of the Youth Rehabilitation Act as a follow-up to its prior report on June 4, 2021 in accordance with DC Code §24-101.01(f)(1)(C).
- During FY22 and 23, the CIC collaborated with the Board of Elections to prepare an analytical report on the implementation of the Restore the Vote Amendment Act of 2020 per D.C. Official Code §1-1001.05 (m). The final product will include information from the primary and general elections of 2022, and it is expected to be published within a few weeks.

31. Please list and describe any ongoing **investigations**, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY 2022 and FY 2023, to date.

The CIC recently completed the counseling process regarding an EEO complaint from a terminated employee. The complainant’s remedy request was denied by the CIC. The CIC offered an alternative remedy to assist the employee with future employment. As of 2/3/23, the employee received an exit letter detailing the CIC’s response to the claim. No further action has been reported at this time.

32. Please identify all **recommendations** identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations. If the recommendation has not been implemented, please explain why.

Not applicable.

33. Please list any **reporting** requirements required by Council legislation and whether the agency has met these requirements.

<b>DC Code § 24-101.01</b>	<b>Compliance</b>
Inspection Reports on DOC facilities & at least 3 BOP facilities per fiscal year	Yes
Youth Rehabilitation Amendment Act of 2018 Report	Yes
CIC Annual Report	Yes
DOC Annual Report	Yes

34. Please list all pending **lawsuits** that name the agency as a party, and provide the case name, court where claim was filed, case docket number, and a brief description of the case.

Not applicable.

35. Please list all **settlements** entered into by the agency or by the District on behalf of the agency in FY 2022 or FY 2023, to date, including any covered by D.C. Code § 2-402(a)(3), and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Not applicable.

36. Please list any **administrative complaints or grievances** that the agency received in FY 2022 and FY 2023, 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 FY 2022 or FY 2023, to date, describe the resolution.

The CIC recently completed the counseling process regarding an EEO complaint from a terminated employee (see also answer to question 31).

#### **D. EQUITY**

37. How does the agency assess whether programs and services are equitably accessible to all District residents?

- What were the results of any such assessments in FY 2022?
- What changes did the agency make in FY 2022 and FY 2023, to date, or does the agency plan to make in FY 2023 and beyond, to address identified inequities in access to programs and services?
- Does the agency have the resources needed to undertake these assessments? What would be needed for the agency to more effectively identify and address inequities in access to agency programs and services.

The agency assures that all reports, information sheets, and newsletters are available on its website. It has also increased the frequency of social media activity and the dissemination of data through additional sections of the monthly newsletter. The agency also submits reports and complies with the requirements of the Language Access Act, and will continue to reflect on expanding equitable accessibility.

38. Does the agency have a racial or social equity statement or policy? Please share that document or policy statement with the Committee.

- How was the policy formulated?
- How is the policy used to inform agency decision-making?
- Does the agency have a division or dedicated staff that administer and enforce this policy?
- Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

In 2022, the CIC engaged in a strategic planning retreat that partly consisted of a training and robust discussion on racial equity, led by expert Michele Salters Williams. The CIC does not have a racial equity statement, but the fundamental mission of the agency encompasses principles associated with racial equity. Our legislative mandate requires the agency to inspect, monitor, and report on conditions of confinement for the incarcerated population of DC residents, which are held both locally and federally. The majority of the DC incarcerated population is black and/or products of historically underserved communities. The CIC gathers and disseminates information regarding resources to combat inequities affecting marginalized populations through our inspections of jails, prisons, and residential reentry centers, research, and data reporting, which also informs stakeholders who possess the tools to facilitate change. We provide information and resources

to address a multitude of issues confronted by the incarcerated population during their confinement and during reentry to their communities, from voting rights to community service providers.

39. Does the agency have an internal equal employment opportunity statement or policy? Please share that document or policy statement with the Committee.

- How was the policy formulated?
- How is the statement or policy used to inform agency decision-making?
- Does the agency have a division or dedicated staff that administer and enforce this policy?
- Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

The CIC recognizes the District's policy for equal opportunity employment. There is no internal statement or policy.

#### **E. COVID-19 PANDEMIC RESPONSE**

40. Please give an overview of any programs or initiatives the agency has started in response to COVID-19, to date, and whether each program or initiative is still in effect.

There are no specific COVID-19 programs, but the pandemic provided an opportunity to consider different methods of outreach, especially to more remote and smaller populations. The agency has reexamined and adjusted survey questions in order to acquire more comprehensive information, and also employed more use of mass mailings to inform the incarcerated population, or to gain insight on conditions by surveying those located in federal facilities with populations under 30 people. Such efforts are still in effect.

41. Which of the agency's divisions are currently working remotely?

- What percentage of the agency's total employees currently work remotely?
- Please provide a copy of the agency's Continuing Operations Plan and any remote working protocol.

The CIC's current work schedule has been organized to assure operational efficiency with respect to its statutory mandate to inspect, monitor, and report on conditions of confinement. The agency maintains front-desk services on-site daily, and employees are required to work a hybrid schedule of on-site and remote working to assure adequate in-office coverage throughout the week. No employees work completely remotely. The agency is



currently developing its formal Continuity of Operations Plan, and has designated an employee who took the training necessary to develop a comprehensive plan. As a small agency of approximately 8 to 10 staff, email communications, TEAMS calls, text messaging, phone calls, virtual meetings, and mandatory weekly team meetings are all heavily utilized. The nature of the work may require independent research and writing, but they are often team-collaborative projects that rely on assembly-line style productivity; therefore, the team organically operates in a manner that requires independent accountability to the teams working on specific projects, and functioning remotely is not an impediment to operations.

42. How has the agency ensured that all staff have access to necessary equipment and a stable internet connection to work from home?

Every staff member has an agency issued laptop, and they are required to have stable internet and a VPN to access our agency drive if needed.

43. Was the agency a recipient of any federal grants stemming related to the COVID-19 pandemic during FY 2022 and FY 2023, to date, and, if so, how were those federal grant dollars used?

Not applicable

44. How has the agency updated its methods of communications and public engagement to connect with customers since the start of the pandemic?

- The pandemic provided an opportunity to consider different methods of outreach, especially to more remote and smaller populations. The agency has reexamined and adjusted survey questions in order to acquire more comprehensive information, and also employed more use of mass mailings to inform the incarcerated population, or to gain insight on conditions by surveying those located in federal facilities with populations under 30 people.
- The CIC has increased posts across social media to inform the public of CIC publications, data that the CIC has acquired, and the dates with accessible links for the CIC's Open Meeting.
- The CIC's social media posts have gone from 10 in 2021 to 51 in 2022. These posts have included the creation of "data corner" posts, which educate the public on what issues residents have been communicated with the CIC, as well as the objective data that the CIC has collected over time. The CIC also posts info sheets and screenshots of radars to make them available to the public without having to go to the CIC website.
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- institutions with the most DC residents, education on the First Step Act, parole, and voting rights.
- The CIC has also increased the amount of radars produced, which highlight urgent news that the CIC would like to keep the public updated on, including deaths at the DOC, maintenance issues, and any possible movement of residents out of USP Thomson and USP Pollock.
  - The CIC has also attends meetings with advocacy and interest organizations, such as ReThink Justice DC, which is a cohort of representatives from various interest groups, such as Community Family Life Services, Criminon New Life DC, CURE DC, DC Justice Lab, DC Project Connect, DC Reentry Task Force, Interfaith Action for Human Rights, Justice Policy Institute, More Than Our Crimes, Neighbors for Justice, The National Reentry Network for Returning Citizens, Thrive DC, Who Speaks for Me?; as well as meetings with RAN, which is a cohort of representatives from various interest groups, such as Amazing Gospel Souls, Inc., Baltimore-Washington Conference of the United Methodist Church, Catholic Charities, Changing Perceptions, Collaborative Solutions for Communities, Community Connections, Community Family Life Services, Community Mediation DC, Community Services Agency of the Metro DC AFL-CIO Building Futures Program, Criminon New Life DC, DC Project Connect, Free Minds Book Club & Writing Workshop, Hope Foundation, House of Ruth, Insight on the Inside, Jubilee Housing, Legal Aid Society of the District of Columbia, National Association for the Advancement of Returning Citizens, National Reentry Network for Returning Citizens, Open City Advocates, Project New Opportunity, Public Defender Service of the District of Columbia, So Others Might Eat, Southeast Ministry, Thrive DC, University Legal Services—Disability Rights DC Jail and Prison Advocacy Project, and Voices for a Second Chance.

**Fiscal Year 2022 Performance Oversight Questions (Part 2)**  
**Corrections Information Council**

45. Please provide a summary of the type and frequency of inquiries and complaints that CIC received from family members of incarcerated residents in DOC and BOP custody during FY 2022 and FY 2023, date.

The frequency of inquiries and issues that the CIC receives is completely dependent on residents and family members. Sometimes of the year, the CIC may receive communication from residents daily or weekly, and other times the CIC may not hear from residents for a few weeks depending on their issues or access to methods of communication. Each interaction with persons who are incarcerated or their loved ones is entered into Ragic. The information entered includes name, location, issues raised, and any follow-up requested. A quarterly report is generated as to the top issues in each facility. In FY 22, there were 430 interactions entered. In FY 21, there were a total of 446 interactions. To date - in FY 23, there have been 101 interactions; communication is concurrent with the complaints we are hearing about lockdowns, which restrict residents'

ability to get to phone or Corrlinks. Frequent concerns focus on medical care and the grievance process. Frequent inquires for assistance have focused on Second Look and Compassionate Release. We can run specific reports if Council prefers.

- a. How does CIC respond to such inquiries and complaints? What is the average response time?
  - The CIC responds to inquiries and issues personally. Either by writing a letter or CorrLinks message back to residents, communicating issues to family members, or, with widespread issues - by acting as a liaison to the BOP or DOC in order to get more information regarding the matter. Some inquiries are also received via councilmembers. The CIC acts on these matters as soon as possible, with the CIC attempting to issue some response or update to the resident or their loved ones within 72 hours. If the issue must be communicated to the BOP or DOC, these responses typically take longer if the BOP or DOC must investigate the issue, and CIC responses are provided immediately upon receipt. If the CIC is unable to handle their issue, the CIC communicates their limitations to residents or families and directs them to other agencies that may be more suited to handle the issue.
- b. Does CIC have sufficient resources to respond to all inquiries or complaints in a timely manner? Does CIC have any backlog in responding to inquiries or complaints?
  - Yes, CIC has resources, but additional staff is always useful to increase productivity. With letters, these typically require more time, as they are handwritten from incarcerated residents. It can occasionally create a backlog if the CIC is receiving a large amount of communication at that time due to the CIC's smaller staff. The letters also must be mailed, so they take longer to reach residents as compared to digital communications.
- c. Has CIC identified particular patterns, such as a high volume of complaints of a particular type, from particular facilities for which complaints have been filed for FY 2022 and FY 2023, to date? If so, what are the patterns, and how do these patterns inform actions taken by CIC?
  - The CIC has most often received inquiries from residents regarding eligibility for IRAA and Second Look or for Re-Entry. The CIC has since organized our inspections to ensure that residents have an opportunity to speak with CIC staff expert on IRAA, Kareem McCraney, and CIC staff expert on re-entry, Eric Weaver. If residents are unable to speak with these experts, the CIC will send a resource sheet to all residents at the facility, which includes contact information for Mr. McCraney, Mr.

Weaver, and compassionate release expert, Patricia Marks. This resource sheet also includes contact information for MORCA, PDS, DISB, and the Georgetown Law Criminal Defense and Prisoner Advocacy Clinic.

- In addition to the residents' questions about re-entry and IRAA, the CIC has noticed that facility staff may be unaware of DC specific legislation. The CIC is currently in the process of creating a booklet regarding these issues that will be disseminated to facilities and made accessible to residents. This booklet will also include the CIC's resource page.
  - Other issues include safety and frequency of lockdowns. The CIC has sense created a supplemental survey section that targets these areas. This allows the CIC to get a more in-depth look at resident concerns and specific issues within the facility, which also informs the selection process for inspections.
  - The CIC communicates these concerns, or any concerning issues, to executive staff at each facility while making every attempt to keep resident identifying information private unless expressly consented to by the resident.
46. How does CIC disseminate information regarding DOC to family members of DOC residents (*e.g.*, when a new program is implemented at DOC or there is a facility maintenance issue at DOC)? Did these processes change in FY 2022 or FY 2023, to date?
- a. How are family members of DOC residents made known of these resources so as to subscribe?
- The CIC communicates with some families directly. If the CIC is unable to handle the issue, the CIC communicates their limitations to residents or families and directs them to other agencies that may be more suited to handle their issue.
  - The CIC's social media posts have gone from 10 in 2021 to 51 in 2022. These posts have included the creation of "data corner" posts, which educate the public on what issues residents have been communicated to the CIC, as well as the objective data that the CIC has collected over time. The CIC also posts info sheets and screenshots of Radars to make them available to the public without having to go to the CIC website.
  - The CIC has also increased the number of Radars produced, which highlight urgent news that the CIC would like to keep the public updated on, including deaths at the DOC and maintenance issues.
  - CIC has increased the frequency of information sheets, which attempt to enlighten the community and highlight issues that residents and their families may face. These info sheets have included updates on institutions with the most DC residents, education on the First Step Act, parole, and voting rights.

47. Please describe CIC's relationship with DOC.

The relationship is a respectful working relationship. They are generally communicative and responsive.

- a. Please provide the current MOU to the Committee. When will a new MOU need to be entered into?

See attached. The MOU shall remain effective unless terminated by the parties. Any modifications require a written amendment to the original agreement.

- b. How often is CIC permitted to visit DOC? With what notice?

Historically, the CIC was required to provide 14-days notice with a provision for consideration of expedited requests; however, in December 2022, we were able to verbally negotiate 48-hour notice with the DOC Director after requesting unannounced inspections. The DOC has been receptive to this process, and appears to be flexible with even faster notice if feasible based on staff availability.

- c. Is CIC restricted from visiting certain areas of DOC facilities?

There are no restrictions.

48. In FY 2022 and FY 2023, to date, how often did CIC visit DOC?

- a. On what dates, and describe the visits?

- CTF on March 17, 2022, CDF on March 24, 2022, and CCB on April 5, 2022: all of these visits were to assess how each facility was operating in light of the reduction in COVID numbers, and how the medical stay in place that was effective for almost two years was affecting the residents.
- On May 17 & 18, 2022, the CIC visited CTF to focus solely on the conditions and issues affecting the female population.
- On July 12, 2022, the CIC conducted a follow up inspection of the DOC to determine if the recommendations from previous inspections of CTF, CDF, and CCB had been implemented.
- On January 20, 2023, CIC visited both CDF and CTF: the focus of these visits was programming.

- b. What reports were issued as a result of these visits, if any? On what dates was each report submitted to DOC for comment and released? Please provide the Committee with copies of any reports issued and DOC's response.

<b>Report</b>	<b>Visit Date</b>	<b>Draft to DOC</b>	<b>Published</b>
CTF	March 17, 2022	April 15, 2022	May 5, 2022
CDF	March 24, 2022	April 21, 2022	May 5, 2022
CCB	April 5, 2022	April 27, 2022	May 5, 2022
CTF (women only)	May 17-18, 2022	June 29, 2022	September 23, 2022
CDF & CTF Follow-Up	July 12, 2022	August 10, 2022	October 21, 2022
CDF & CTF	January 20, 2023	In-progress	
Comprehensive Annual Report	N/A	N/A	December 9, 2022

49. Please describe the nature of CIC’s MOU with the federal Bureau of Prisons and provide the MOU to the Committee.
- a. Has the new MOU been executed?
  - b. What is the process that CIC undertakes to schedule a visit at a BOP facility?
  - c. How much notice does BOP require?
  - d. Is CIC allowed full access to BOP facilities?
  - e. Is CIC permitted to speak with District residents incarcerated at such facilities as part of the inspection?
  - f. Is CIC still prohibited from distributing business cards? What reason has been provided for this restriction?
  - g. What reports were issued as a result of these visits, if any? On what dates was each report submitted to BOP for comment and released? Please provide the Committee with copies of any reports issued and BOP’s response.

The new MOU was executed on December 19, 2022. The CIC schedules visits by emailing a request to our liaison. They have requested 30 to 45 days notice, but the MOU states notice required within 45 days; historically, we provided 30 days notice. The CIC does not have full access. Yes, the CIC is permitted to speak with residents. Yes, the CIC is prohibited from distributing business cards or anything else outside of the surveys; the reason is to minimize opportunities for residents to turn materials into contraband.

Please see chart in question 50 regarding visits in FY22 to date.

50. Please list and describe each federal facility visit made in FY 2022 and FY 2023, to date. Does CIC have plans to visit other facilities in the remainder of FY 2023? If so, which and on what dates?
- a. How does CIC determine which facilities to visit?

- b. What reports were issued as a result of these visits, if any? On what dates was each report submitted to the facility for comment and released? Please provide the Committee with copies of any reports issued and the facility's response.

The CIC selects facilities based on several factors, including number and severity of complaints and other concerns regarding a particular facility, the size of the DC population at a particular facility, the length of time since the last visit by the CIC, and the thematic and systemic issues under consideration by the CIC relevant to particular facilities.

<b>Report</b>	<b>Visit Date</b>	<b>Draft to BOP</b>	<b>Published</b>
FCI Petersburg (med & low) (Hopewell, VA) re. daily living and safety during COVID	December 7-8, 2021	April 21, 2022	September 9, 2022
Lewisburg (former SMU) (Lewisburg, PA) re. USMS transfers	February 23, 2022	May 16, 2022	October 20, 2022
Volunteers of America Chesapeake RRC (Baltimore, MD) re. follow-up on gen conditions, staff, safety, & travel slips	April 25, 2022	May 23, 2022	September 14, 2022
FCI Fort Dix (Fort Dix, NJ) re. gen conditions of 52 residents	June 15-16, 2022	September 23, 2022	December 9, 2022
USP Canaan (Waymart, PA) re. gen. conditions of 99 residents.	August 16-17, 2022	October 20, 2022	January 5, 2023
USP Pollock (Pollock, LA) re. safety & security & 2 deaths & lockdowns	September 28-29, 2022	November 22, 2022	February 8, 2023
USP McCreary (Pine Knot, KY)	December 14-15, 2022	February 13, 2023	N/A

re. safety & general conditions			
FCC Hazelton re. lockdowns & general conditions	February 22-23, 2023	N/A	N/A
Fairview RRC (Washington, DC) re. general conditions and employment opportunities	Tentative March 30, 2023		

51. How does CIC follow-up with a facility on a published report?

- a. How does CIC ensure issues identified in its report on a facility are addressed by the facility?
- b. Does CIC revisit facilities to ensure remedial action has been taken? How does CIC track issues in reports that a facility fails to take action to address?

The CIC does not have enforcement power, especially at the federal level, to ensure that issues are addressed, but we make clear recommendations in all reports and make efforts to relay serious concerns. We have currently acquired new staff to facilitate the implementation of a long-standing project to follow-up on recommendations, which has been challenging with the ongoing duties of a small staff typically comprised of four to five program analysts for a population of nearly 2,300 people spread nationwide, in addition to the local population of nearly 1,300. An internal self-audit of prior recommendations is currently underway, and best practices are being reviewed prior to formal execution of the follow-up project. In the past, we have tracked the issues in our database and used the information to determine if we should revisit a facility. We also correspond with our BOP liaison and executive staff on-site at facilities to address issues through our reports, emails, and quarterly meetings.

52. What is the average length of time between a visit to a facility and the public release of the report from the visit? What resources (funding, staffing, etc.) would be necessary to allow this timeframe to be shortened?

Report releases vary, but the CIC has made a serious effort to provide reports to the BOP within approximately two months. Staff is required to analyze the data upon return from a facility, so additional staffing resources are always welcomed by the agency. After providing the draft to the BOP, their responses are based upon the time it takes the BOP executives to correspond with the facility regarding issues, especially if they involve safety concerns. Recent



responses generally take 30 to 60 days, but there have certainly been prior instances that take much longer. The CIC recognizes the importance of a quick turnaround, and has worked hard to redefine the information highlighted in reports, so that key findings are prioritized and production is hastened.

53. How does CIC engage its stakeholders, including the Council, on a report's findings following its publication? Are there ways CIC could engage its stakeholders before the publication of a report to ensure timely action to address identified issues is taken?

The CIC's legislative mandate requires that the CIC transmit reports and make them publicly accessible, and the agency has complied accordingly. However, we have given serious thought to engagement techniques. We have increased our digital communications, but we are also currently planning the logistics and timelines to begin even more regular data and information focused outreach to the Council, Mayor, interest groups, and the community, which will incorporate live presentations. Feedback from the advocacy community has made it clear that constituents could benefit from information communicated in a medium outside of solely written reports.

- a. Does CIC transmit its reports to any federal bodies responsible for oversight of BOP facilities?

The CIC has not previously transmitted reports directly to any federal bodies responsible for oversight because our legislative mandate requires that we report to specific entities, but we are internally considering some new areas of potential contact at the federal level. We also currently transmit reports and engage with the Office of Congresswoman Holmes-Norton, and we will be transmitting issue-specific information to the BOP's internal oversight body (MOU parameters prevent the current disclosure of specific details). Additionally, all of CIC's reports are available on our website for federal acquisition.

54. Please list any reports that CIC plans to release in the remainder of FY 2023.
  - Report on Voting in the DOC and BOP
  - USP McCreary
  - USP Hazelton
  - Analysis of select provisions of the Corrections Oversight Improvement Omnibus Amendment Act as compared to the First Step Act and Second Look Amendment Act.
  - Any reports resulting from additional inspections.
55. Please discuss any community outreach planned for the remainder of FY 2023.

- a. How has CIC been able to provide family members of incarcerated residents information about their loved ones during the public health crisis? What is the status of the video presentation on IRAA conditions that CIC planned to develop during FY 2022?

The CIC continues to distribute monthly newsletters to community members and constituents. The newsletter provides updates, data, and community events centered around incarcerated residents and returning citizens. Our social media platforms also serve as a form of communication with family members and community. Radars and announcements are shared on social media and the public is open to communicate with the CIC about this information. Lastly, CIC staff receives calls from family members and loved ones regularly. Through the BOP liaison, the CIC has been able to obtain information about conditions of confinement during the public health crisis and share with the families and loved ones of those incarcerated.

We are also examining ways to expand the quarterly meetings to increase community involvement and input. We are currently planning the logistics and timelines to begin even more regular data and information focused outreach to the Council, Mayor, interest groups, and the community, which will incorporate live presentations.

The video presentation has not yet completed post-production due to the CIC's limited NPS funding. The CIC is currently working with the budget team to partner with another agency to successfully produce the film. The CIC anticipates the completion of the IRAA documentary by the end of FY23.

56. Please provide an update on any applications for grant funding CIC has made in FY 2023, to date.

Not applicable.

57. Does CIC have any direct engagement with the DOC employees' union?

CIC does not have direct engagement.

58. How does CIC collect, track, or otherwise take action on food and nutrition-related complaints? What actions has CIC taken to address food and nutrition-related complaints in recent years?

The CIC collects information directly from residents who are confined through written correspondence, emails, phone calls, inspections, individual visits, and from the loved ones, friends, and supporters of those confined. CIC tracks the information through our database, RAGIC, and we take action through our

report writing and direct meetings, which provide recommendations to the director and executive staff of the facility. Our reports have addressed issues related to temperature, proper preparation and handling of meals, dietary restrictions for those who require it, and variety in meal options. The DOC works with vendors to comply with appropriate food standards, but CIC has communicated the concerns that it has received. At one point, the DOC was serving cold meals for dinner, and CIC recommended that dinner consist of a hot meal. The DOC implemented that recommendation so that breakfast and dinner were hot meals, and lunch was a cold meal.

59. How does CIC collect, track, or otherwise take action on environmental health complaints, such as mold or infestation? What actions has CIC taken to address environmental health complaints in recent years?

CIC tracks the information through our database, RAGIC, and we take action through our report writing and direct meetings, which provide recommendations to the director and executive staff of the facility. Our inspections and reports have addressed many issues, such as those related to mold in showers, temperature concerns, pest concerns, and pervasive smells. The DOC works with DGS to address some concerns, but CIC has communicated the concerns that it has received. The CIC has also received a ledger from the DOC that communicates anticipated projects related to such issues within the facility.

60. Does CIC engage with DOC on resident enrichment or reentry programming, such as providing recommendations or guidance on services offered at the READY Center?

The CIC has always highlighted the innovative programming resources that were previously available at the DOC, and recommended the need for expansion and increased access to those enriching programs (however, we must acknowledge the structural limitations of the facility regarding layout and design). Our DOC report dated October 8, 2020, focused on the promising practices within the facilities, and made recommendations to continue such opportunities for enrichment. Our more recent reports recommend the need for reimplementation of such programs.

CIC has also recommended that the DOC get a physical space for the Ready Center and bring back the resources that they initially possessed within their physical location. The READY Center was operating remotely with three staff members, and during CIC inspection we were told by staff that it was hard for them to really be effective and maximize on assisting returning citizens without a physical space and their original resources. The READY center has since moved to the Reeves building, and CIC has recommended to DOC that they have their own space.

61. Please provide an update on the agency's compliance with section 101 of the Youth Rehabilitation Amendment Act of 2018, effective December 13, 2018 (D.C. Law 22-197; D.C. Official Code § 24-101.01(f)(1)), to report on the conditions of confinement of and programming provided to District of Columbia "youth offenders" in the custody of the Bureau of Prisons.

CIC has published four reports on YRA: 2019, 2020, 2021, and 2022. In 2021, JPI completed its strategic plan for YRA offenders in DC and presented it to the Mayor for implementation in accordance with the statute. Since then, there has been no movement regarding implementation, but CIC will continue to monitor and report any progress at the conclusion of FY 2023. As far as the BOP, in order to realize the benefits of the strategic plan provided by JPI, the District of Columbia will need control of the systems governing YRA offenders. Currently, the vast majority of YRA offenders are housed in the Bureau of Prisons (BOP). The District of Columbia has no jurisdiction or authority over the BOP, and the BOP provides their standard programming for that population. Therefore, absent control of the placement and care of YRA offenders, the implementation of the Mayor's strategic plan will not benefit the YRA population for which it was designed.

62. Please describe the nature of the CIC's current oversight and monitoring of the conditions in the Department of Corrections' facilities, including with respect to (1) the U.S. Marshals Services' transfer of residents from the Central Detention Facility and (2) the Executive's retention of a consultant to provide a report on the status of the Department of Corrections.

Those DOC residents were transferred to Lewisburg by the US Marshals and were not charged as DC Code Offenders. The CIC's mandate only covers DC Code Offenders, and the BOP restricted our access based on that language, which is part of our MOU. When the transfer occurred, the CIC still conducted a trip to Lewisburg on February 23, 2022 in order to communicate with other DC residents about conditions at the facility, but we were not permitted to interact with that transferred population. A report was published on those findings, although they do not directly relate to the federal pre-trial detainees.

In November 2021, Lewisburg opened a unit for the pre-trial detainees transferred from DC jail by the US Marshal Services. According to the DC Department of Corrections (DOC), 134 individuals were transferred to USP Lewisburg on November 9 and 10, 2021. During the CIC's visit on February 23, 2022, staff reported 117 individuals in the pre-trial unit.

The mayor appointed CNA to conduct follow-up on the conditions at DOC and issue a report. CIC met with CNA representative, James Coldren, in order to provide some insight on the facility but it was not a joint operation. Previous

correspondence with the CNA representative indicated that a confidential report was provided by CNA to the Mayor and the DOC Director for informational purposes, but no specific feedback had been received. However, the key findings aligned with many recommendations discussed in previous CIC reports. The CIC recently inquired with the Deputy Mayor to inquire about the current status of their contract with CNA.

63. Please describe the CIC's activities with respect to the Central Cell Block in recent years.

CIC has conducted two site visits: May 5, 2021 and April 5, 2022. Both visits resulted in reports. The CIC developed the idea of mattresses for pregnant women and those who are required to stay throughout weekends, and the DOC administration agreed to that recommendation. Most of the other issues concerning CCB are maintenance issues, and DGS is responsible for maintenance issues in CCB. We monitor the documentation for work orders that DOC submits to DGS concerning whether or not issues are addressed.

64. What recommendations does the agency have to grow or enhance its mission or capacity?

The CIC is always grateful to for the opportunity to expand its staff, and seek out additional methods of increased professional development as the staff grows. The agency has also interacted with the CJCC and would benefit from the direct exchanges afforded by membership, especially as related to the federal BOP representation. Additionally, as the District examines efforts to regain local control of various criminal justice functions, the CIC looks forward to actively reporting on - and monitoring relative issues in order to provide insight and recommendations to the District.