



Office of Compliance
and Accreditation

Government of the District of Columbia
DEPARTMENT OF CORRECTIONS
9501 Furnace Road
Lorton, Virginia 22199

March 20, 1998

Tracy A. Thomas, Esquire
Covington & Burling
1201 Pennsylvania Avenue, NW.
Washington, D. C. 20044-7566

RE: Women Prisoners of the District of
Columbia Department of Corrections
v. District of Columbia, et al.
Civil Action No. 93-2052

Dear Ms. Thomas:.

Enclosed is the February 1998, updated monthly report which
responds to the United States District Court's Order dated
June 16, 1997, regarding the above-referenced civil action.

Sincerely,

Gloria D. Thaxton
Senior Compliance Monitor

Enclosures

cc: Brenda V. Smith, Esquire, National Women's Law Center
Maria Amato, Assistant Corporation Counsel
Regina Gilmore, Contract Monitor
Judy Kleiman, Executive Compliance Officer
File

GDT/gdt

93-2520

FILED
JUN 22 1998
NANCY MAYER WHITTINGTON, CLERK
U.S. DISTRICT COURT

Women Prisoners/ DC v. DC



PC-DC-011-018

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

3-13-98 10:58

DEPARTMENT/OFFICE: Office of Policies and Procedures		INITIATIVE: <u>Women Prisoners of DCDC v. D. C</u> Civil Action 93-2052			
LEAD PERSON: Ronald J. McClain Chief, Office of Policies & Procedures		TELEPHONE: (202) 673-7410		DATE OF UPDATE: March 6, 1998	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-Compliance If Compliance state how achieved and attached supporting documentation, if any. If Non-compliance state reason, remedy, and new completion date.	
		PLANNED	ACTUAL		
I. SEXUAL MISCONDUCT AGAINST INMATES					
4.	Within 60 days, the Defendants shall write and follow a Department Order prohibiting sexual misconduct against inmates involving District of Columbia Department of Corrections (DCDC) employees and women prisoners. The Defendants shall post and circulate the Department Order in accordance with departmental policy.	Betty Green		3/20/95 (10/15/97 Rev.)	Compliance: DO 3350.2B, "Sexual Misconduct Against Inmates" dated 10/15/97 has been distributed to DCDC employees. All employees have signed Acknowledgment Receipt for D.O. 3350.2B. Sexual Misconduct training has been rescheduled for February, 1998. The D.O. has been posted in all inmate housing units.
5.	Under this policy the DCDC has the obligation to take appropriate steps to prevent and remedy sexual misconduct against inmates committed by its own employees.	Betty Green		3/20/95	Compliance. Contained in DO 3350.2B. Staff refresher training began 2/4/98 in compliance with the Department Order dated 10/15/97.
7.	Penalties for prohibited conduct under the policy shall be determined by the Director of the DCDC within 30 days.	Betty Green		3/20/95	Compliance. Contained in DO 3350.2B. Penalties for prohibited conduct may be found at Attachment 1 of the Department Order, also references DPM Section 1608.2.

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AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: D. C. Detention Facility		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u>			
		Civil Action No. 93-2052			
LEAD PERSON: Mario Randle Acting Warden		TELEPHONE: 673-8201		DATE OF UPDATE: March 6, 1998	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion. IF "Compliance" state how achieved and attach documentation.	
		PLANNED	ACTUAL		
I. SEXUAL MISCONDUCT AGAINST INMATES					
8a.	Women prisoners shall be able to report instances of sexual harassment through the existing Inmate Grievance Procedure (IGP) as specified in Department Order 4030.1D. The Defendants shall strictly adhere to the Inmate Grievance Procedure and shall establish an Inmate Grievance Advisory Committee (IGAC) as required by Section VII(c) of Department Order 4030.1d.	Shirley Williams	12/93	3/95	Compliance: As contained in DO 3350.2B, VII, Subsection D,1, any inmate may make a confidential report of sexual misconduct through the 24 hour telephone hot line. Sexual misconduct training is provided at intake/orientation, and each Friday. The Department Order is posted on all housing units. Also, inmates can report sexual misconduct through the existing IGP process. There are a total of 57 female inmates housed at CDF at the time of this writing. Compliance: An IGAC meeting was held on 2/24/98. The next meeting is scheduled for 3/24/98.

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		PLANNED	ACTUAL		
1. SEXUAL MISCONDUCT AGAINST INMATES					
9a.	Women prisoners shall also be able to submit IGP's or complaints concerning sexual misconduct in any form, orally Or in writing, to any DCDC employee,	Shirley Williams	12/93	3/95	Compliance: As contained in DO 3350.2B, inmates are given the sexual misconduct 24 hour telephone hot line at intake and orientation. This telephone number is also posted in areas accessible to inmates and in the Command Center. Sexual misconduct training is held each Friday for female inmates in the training area of CDF. Complaints can also be submitted via an IGP or to any DCDC employee.
9b.	DCDC employees must submit the information, in writing, to the Warden of the facility within 24 hours of receiving the information.				Compliance: The female inmate population is advised that sexual misconduct complaints can be submitted to a prisoner representative for the IGAC. Inmates also receive sexual misconduct training. Each employee shall report information concerning sexual misconduct immediately to the Warden or Office Chief and submit a written report of each incident to the Warden or Office Chief and the Monitor before the end of his/her work day.
9c.	Women prisoners may also submit IGP's or complaints to prisoner representative to the IGAC.				Compliance: The female inmate population is advised at intake/orientation and sexual misconduct training each Friday that sexual misconduct complaints can be submitted to a prisoner representative for the IGAC.

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<small>I. SEXUAL MISCONDUCT AVOIDANCE ISSUES</small>					
11.	Failure of an employee to report any allegation of sexual misconduct or any facts and circumstances which would lead a reasonable employee to believe that sexual misconduct is occurring or has occurred shall subject the employee to discipline.	Shirley Williams	12/93	3/95	Compliance: As contained in DO 3350.2B, all known reports of sexual misconduct should be reported immediately after receiving the information. It is required that each employee report information concerning sexual misconduct immediately to the Warden or Office Chief (this is usually a verbal report) and shall submit a written report of each sexual misconduct incident to the Warden or Office Chief and the Monitor before the end of his/her work day. As reported by Gloria Nelson, Sexual Misconduct Coordinator there are no unresolved Sexual Misconduct Investigations currently at CDF.
12.	Upon receipt of any allegation of an act of unwelcome sexual intercourse or any allegation of unwelcome sexual touching, the defendants shall communicate with the law enforcement agency. The defendants shall communicate with the law enforcement agency concerning the status of any of any police investigations. The occurrence of a police investigation does not relieve the defendants of the duty to investigate.	Shirley Williams	12/93	2/95	Compliance: The Warden, Facility Administrator or Office Chief must immediately notify appropriate law enforcement authority as contained in DO 3350.2B. Presently, there are no outstanding investigations. Warden received training on reporting to law enforcement on 2/3/98 or 2/4/98.

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<small>1. SEXUAL MISCONDUCT AGAINST INMATES</small>					
13.	The identity of the target of the alleged sexual harassment shall be revealed only to those who have an immediate need to know, including the alleged harasser(s) or retaliator(s) and any witnesses. All parties contacted in the course of an investigation will be advised that any retaliation, reprisal, or breach of confidentiality is a separate actionable offense as provided in the schedule of penalties.	Shirley Williams	12/93	3/95	Compliance as contained in DO 3350.2B, employees are advised in 40 hours annual in-service training that such acts are strictly prohibited by all employees for offenses contained in the DO.
14.	Any prisoner who is dissatisfied with any investigation or resolution of an allegation of sexual harassment may appeal to the Director of the DCDC within 15 days of receiving written notice of the outcome of the investigation.	Shirley Williams		3/95	Compliance: As contained in DO 3350.2B, the Warden, Facility Administrator, or Office Chief shall provide a written notice to the inmate within 48 hours as to whether there was evidence that supported a conclusion that sexual misconduct occurred. This notice shall also advise the inmate of appeal procedures as outlined in DO 3350.2B. Inmate are advised of appeal rights as stated in D.O.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Training Academy		INITIATIVE: <u>Women Prisoners of DCDC v. D. C</u> Civil Action No. 93-2052			
LEAD PERSON: Jeannette A. Wood Acting Training Administrator		TELEPHONE: (703) 643-0228		DATE OF UPDATE : March 9, 1998	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-Compliance If Compliance state how achieved and attached supporting documentation, if any. If Non-compliance state reason, remedy, and new completion date.	
		PLANNED	ACTUAL		
I. SEXUAL HARASSMENT					
15.	The Department shall conduct mandatory training using certified trainers on sexual misconduct for all DCDC employees. A consultant from the National Institute of Corrections (NIC), mutually agreed upon by the parties, shall develop the training plan and material. A "certified trainer" is defined as any person who has completed the "Train-the-Trainer" course developed by the NIC consultant.	PATRICIA ROBERTS	8/30/95	2/4/98	Compliance. Training began 8/22/95. Annual mass staff refresher training began 2/3/97 and. Training was terminated at the ended 8/26/97 until further notice because of budget restraints. However, sexual misconduct has been provided on an ongoing basis during in-services, basic correctional training, contract new hires and volunteers. Effective February 4,5,6, 1998, DOC sexual misconduct mass training will occur again. Sexual Misconduct Against Inmates D.O. 3350.2b, directive dated October 15, 1997 cancels D.O. 3350.2A dated May 15, 1995.
	a. The training shall include education concerning the Defendants' policies regarding reporting, investigating, and preventing sexual harassment, and the consequences for violating any policy concerning sexual harassment; and	PATRICIA ROBERTS	8/30/95	2/7/98	Approximately 200 DOC and 19 CCA/CTF manager/supervisors have been trained. The managers and supervisors who did not attend training will be rescheduled within the next 30 days Compliance. Ongoing annual training which includes education, policies, reporting, investigating, preventing sexual harassment, and consequences for violating policy.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Training Academy		INITIATIVE: <u>Women Prisoners of DCDC v. D. C</u> Civil Action No. 93-2052			
LEAD PERSON: Jeannette A. Wood Acting Training Administrator		TELEPHONE: 703/643-0228		DATE OF UPDATE: March 9, 1998	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-Compliance If Compliance state how achieved and attached supporting documentation, if any. If Non-compliance state reason, remedy, and new completion date.	
		PLANNED	ACTUAL		
I. SEXUAL HARASSMENT					
15.	b. All staff who work with female prisoners shall be trained by certified trainers within six months, commencing no later than August 30, 1995. After the initial training of staff, the training will be included in the pre-service training of all staff. Annual retraining shall be conducted to refresh staff on the Department Order regarding sexual misconduct	PATRICIA ROBERTS	10/97	1/98	Compliance: After the initial training as cited in Item 15., sexual misconduct training will be included in all pre-service training and annual retraining shall be conducted to refresh staff to include but not limited to the following : purpose, policy, definitions, procedures, dissemination, reporting, annual review and references.
	c. Within one year, selected employees working with female prisoners shall receive a forty-hour training program on working with female offenders. A semi-annual, enhancement training on special issues related to working with female offenders will be offered to selected employees.	PATRICIA ROBERTS	10/97		Non-compliance. The National Institute of Corrections (NIC) has been notified for technical assistance in using NIC Women Offenders Lesson Plan, 94-S501. The Training Academy awaits a response. In the interim, the Academy will facilitate train-the-trainer to implement a two hours workshop for staff at the, Central Detention Facility (CDF), and CTF/CCA to commence in April 1998.

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I. SEXUAL HARASSMENT					
16.	Commencing no later than August 30, 1995, the Department shall conduct mandatory training on sexual Harassment using certified trainers for all women prisoners currently in the DCDC. A consultant from the National Institute of Corrections (NIC), mutually agreed upon by the parties, shall develop the training plan and materials which will instruct women prisoners on the Department Order on sexual misconduct and how to recognize and report sexual harassment. Training sessions for women prisoners on sexual harassment shall be provided within a reasonable time upon a woman's entry in the D.C. Department of Corrections.	PATRICIA ROBERTS	8/30/95	2/4/98	Compliance: Effective February 4, 5, and 6, 1998, sexual misconduct mass training for supervisors/managers occurred. Training on the new Department Order for female inmates will begin March 2, 1998. Sexual Misconduct Against Inmates, D.O. 33350.2B, directive dated October 15, 1997 cancels D.O. 3350. 2A dated May 15, 1995. Sexual Misconduct mass training D.O. 3350.2B for all employees begin March 2, 1998. This training also continues to be offered as a part of the ongoing 40 hour inservice training.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3007		DATE OF UPDATE: March 18, 1998	
MAJOR TASK	RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
I. Sexual Harassment					
4.	Within 60 days, the Defendants shall write and follow a Department Order prohibiting sexual harassment involving District of Columbia Department of Corrections (DCDC) employees and women prisoners. The Defendants shall post and circulate the Department Order in accordance with departmental policy.	Toni Perry/ John Henderson		February 2, 1998	COMPLIANCE: CCA Policy 14-100, Sexual Misconduct Against Inmates, has been revised to reflect changes in the new Department Order. The policy will be distributed to all staff and the signed receipts will be given to the Sexual Misconduct Coordinator by the COB March 27, 1998 and posted in all male and female housing units. See attachment #4-A of report dated 2/7/98.
8.	Women prisoners shall be able to report instances of sexual harassment through the existing Inmate Grievance Procedure (IGP) as specified in Department Order 4030.ID. The Defendants shall strictly adhere to the Inmate Grievance Procedure and shall establish an Inmate Grievance Advisory Committee (IGAC) as required by Section VII(c) of Department Order 4030.ID.	Lonnie Moore		March 16, 1997	COMPLIANCE: The women prisoners are able to report instances of sexual harassment through CCA Policy 14-5, Inmate Grievance Procedures. See attachment 8-A of report dated 11/10/97. The inmate grievance committee meeting for the month of February was postponed until issues from the September meeting were resolved.

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9.	Women prisoners shall also be able to submit IGP's or complaints concerning sexual harassment in any form, orally or in writing, to any DCDC employee, who must submit the information, in writing, to the Warden of the facility within 24 hours or receiving the information. Women prisoners may also submit IGP's or complaints to prisoner representative to the IGAC.	Lonnie Moore		March 16, 1997	<p>COMPLIANCE:</p> <p>All staff have been given a briefing of CCA/CTF Facility Policy 14-100, dated January 15, 1997, in pre-service training. Facility Policy 14-100 has been revised to reflect the changes in the new Department Order and will be used during all in-service trainings. Both versions of the policy advise all staff to report all complaints to the Warden by the end of his/her shift. As of the date of this report, there are a total of 205 female inmates in this institution.</p>
11.	Failure of an employee to report any allegation of sexual misconduct or any facts and circumstances which would lead a reasonable employee to believe that sexual misconduct is occurring or has occurred shall subject the employee to discipline.	Lonnie Moore		March 16, 1997	<p>COMPLIANCE:</p> <p>All staff have been given a briefing of CCA/CTF Facility Policy 14-100, dated January 15, 1997, in pre-service training. Facility Policy 14-100 has been revised to reflect the changes in the new Department Order and will be used during all trainings. In-service trainings began in January 1998.</p>

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12.	Upon receipt of any allegation of an act of unwelcome sexual intercourse or any allegation of unwelcome sexual touching, the Defendants must notify the proper law enforcement agency. The Defendants shall communicate with the law enforcement agency concerning the status of any investigation. The Defendants must periodically document the status of police investigations. The occurrence of a police investigation does not relieve the Defendants of the duty to investigate.	Lonnie Moore	March 16, 1997	COMPLIANCE: CCA will handle any allegation of sexual misconduct through the procedures set forth in the CCA/ CTF Facility Policy 14-100, dated December 1, 1997. CCA/ CTF Facility Policy 14-100 has been revised to reflect the changes in the new Department Order and has been distributed to all staff. Additionally, staff training on the new policy has begun. The Command Center post order has been revised to include notifying MPD when an allegation is made. There are two outstanding investigations into allegations as of this date. Follow-up on these investigations will be conducted once a month by the Grievance Officer.
13.	The identity of the target of the alleged sexual harassment shall be revealed only to those who have an immediate need to know, including the alleged harasser(s) or retaliator(s) and any witnesses. All parties contacted in the course of an investigation will be advised that any retaliation, reprisal, or breach of confidentiality is a separate actionable offense as provided in the schedule of penalties.	Lonnie Moore	March 16, 1997	COMPLIANCE: The contracted investigators have been instructed to inform all investigated parties of the penalties of reprisals. CCA/CTF Facility Policy addresses the issue of reprisals and all staff will be informed of the issue during training. Additionally, all new employees will be trained on CCA/CTF Facility Policy 14-100, dated December 1, 1997, in pre-service training. In-service trainings began on February 9, 1998.

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14.	Any prisoner who is dissatisfied with any investigation or resolution of an allegation of sexual harassment may appeal to the Director of the DCDC within 15 days of receiving decision.	Margaret Moore, Director, Dept. of Corrections		March 16, 1997	COMPLIANCE: All inmates are informed, according to CCA/CTF Facility Policy 14-100, dated December 1, 1997, of their rights to appeal when they receive a decision.
17.	The Defendants shall make necessary alterations at both the Correctional Treatment Facility (CTF) and the Minimum Security Annex (Annex) within 60 days to ensure that women have privacy in their living, sleeping and shower areas.	Marvin Voss		March 16, 1997	COMPLIANCE: The female inmates have been given authority to cover their windows to have privacy in their rooms. Until an assessment can be made on the number of female inmates that will be housed, the installation of the Velcro strips and the fabric has been suspended.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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II. Obstetrical and Gynecological Care					
18.	The Defendants shall develop and implement a protocol concerning restraints used on pregnant and postpartum women which provides that a pregnant prisoners shall be transported in the least restrictive way possible consistent with legitimate security reasons. Specifically, the protocol shall provide: <p>a. The Defendants shall use no restraints on any woman in labor, during delivery, or in recovery immediately after delivery, and</p> <p>b. During the last trimester of pregnancy up until labor, the Defendants shall use no restraints when transporting a pregnant woman prisoner unless the woman has demonstrated a history of assaultive behavior or has escaped from a correctional facility, in which case, only handcuffs shall be used.</p>	Lonnie Moore		April 4, 1997	COMPLIANCE: When medical staff notes on the trip ticket that the female inmate is either in the third trimester of pregnancy, or in labor, the Director of Transcor (the transportation unit) ensures that no restraints are used on the traveling inmate. After delivery, when the inmate has been medically cleared, restraint use is resumed. A memorandum that outlines these directions has been distributed, posted, and read in roll call to all officers. See memorandum numbered 18-A attached to the report dated June 6, 1997.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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IV. PROGRAM EVALUATION					
19.	The Defendants shall provide diagnostic evaluations for women prisoners similar to those currently provided for men in the Reception and Diagnostic Unit at CTF to determine women prisoners' needs, interests, and requirements for increased programs and opportunities in education and vocation. The procedure for the needs assessment shall be done by an approved scientific method. These evaluations shall be completed in a manner and time frame equivalent to the males in the diagnostic unit, but shall not exceed 120 days from the date of the female prisoner's transfer to CTF. The evaluations shall include educational and vocational testing. The Defendants shall provide women with the appropriate available programming called for by this evaluation within 30 days of completion of the diagnostic evaluation.	Joyce Mills-Allen, Reception and Diagnostic, Program Manager		December 8, 1998	COMPLIANCE: The female inmates who meet the requirements of diagnostic evaluation have been identified. Diagnostic studies have been completed on the female inmates of this facility during the last month in accordance with the mandates of this order. In addition, there was a request that was made by Case Management Services Director, Ed Walsh, that all female diagnostic studies be suspended pending the movement of convicted female inmates to the Federal Bureau of Prisons.

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20.	The Defendants shall coordinate the scheduling of academic educational classes, higher education classes, and vocational training for women in such a manner as to maximize women prisoners' participation in as many areas as possible.	Mance Langham		March 24, 1997	COMPLIANCE: All academic and vocational classes are scheduled to provide a minimum of three hours of instruction five days a week from 8:00-11:00am and 12-3:00pm. See attachment 20-A of report dated 4/7/97. A memorandum has been distributed instructing all services to be scheduled before or after educational classes. See attached memorandum 20-B of report dated 11/10/97.
22.	The Defendants shall develop and implement quality assurance programs for monitoring program delivery to ensure the continued provision of equal and adequate education and vocation programs to women prisoners.	Mance Langham		May 31, 1997	COMPLIANCE: A quality assurance evaluation system was developed by CCA for another program. The evaluation form was revised and adapted as our quality assurance tool for educational and vocational programs. The Principal conducts the assurance evaluations bi-monthly.

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IV. PROGRAM EVALUATION					
23.	The Defendants shall ensure that women prisoners are escorted to and arrive at educational and vocational programs in a timely manner as scheduled in a manner that does not prevent the programming staff from performing any of their duties.	Charles Howard		March 16, 1997	COMPLIANCE: The new fingerprint-controlled elevator system allows officers to control elevator movement and efficiently escort inmates to the education department and vocational programs in a timely manner.
25.	The Defendants shall provide women prisoners at CTF with a range of academic education programs that is equivalent to the range of academic programs provided to male prisoners at the Occoquan, Central and Medium facilities.	Mance Langham		March 16, 1997	COMPLIANCE: Women prisoners at CTF are provided the same educational programs that are offered at the Lorton facilities i.e. ABE, GED, and Life Skills. See attachment 20-A of 4/7/94 report.
26.	Women prisoners at CTF shall be provided with the opportunity for full-time (three hours per day, five days per week at CTF) basic education to include ABE, GED, and Special Education classes.	Mance Langham		March 16, 1997	COMPLIANCE: Women prisoners at CTF are provided full time access to three educational classes: ABE, GED, and Life Skills. See class schedule attachment 20-A of the 4/7/97 report. Low functioning inmates are provided special instruction in smaller groups.

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		PLANNED	ACTUAL		
IV. PROGRAM EVALUATION					
27.	Women prisoners at CTF shall have access to on-site higher education programs which shall include a four years B.A. and/or B.S. degree program, and A.A. degree program, and pre-college program. At a minimum, bachelor programs shall be offered in one area of study, and associate programs in two different areas of study leading to a degree. Defendants shall comply with the pre-college requirement of this provision within 90 days.	Mance Langham		January 19, 1998	COMPLIANCE: On December 15, 1997 the University of the District of Columbia return the approved contract. Classes began on January 19, 1998. A Bachelor of Arts program in Urban Studies and two Associate of Arts programs are now offered to the women. Additionally, a precollege program, consisting of Math and English, is offered to the female inmates
28.	The Defendants shall offer prisoners financial arrangements for these education programs that are the same as those arrangements available to similarly situated male prisoners.	Mance Langham		January 19, 1998	COMPLIANCE: The contract with UDC will provide college courses at no cost to women prisoners. See attachment 27-A of 4/7/97 report.

DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3007		DATE OF UPDATE: March 18, 1998	
MAJOR TASK		RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation
29.	Within 90 days, the Defendants shall provide appropriate substitute teachers or instructors during absences of regular teachers or instructors of more than three working days. The provision of a substitute teacher or instructor shall not result in increasing the class size beyond acceptable community standards for a period of time exceeding 15 consecutive school days.	John Henderson		April 11, 1997	COMPLIANCE: A certified teacher has been designated to cover teacher absences. See attachment 29-A of 5/7/97 report.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
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		PLANNED	ACTUAL		
IV. PROGRAM EVALUATION					
30.	Defendants shall provide women prisoners at CTF with a range of vocational education programs that is equivalent to the range of vocational education programs provided to male prisoners at the Occoquan, Central and Medium facilities.	Mance Langham		September 30, 1997	COMPLIANCE: Women prisoners at CTF, in all custody levels, are presently provided with four vocational programs: Computer Literacy (6 months), Graphic Arts (12 months), Commercial Cleaning (4 months) and Interior Renovation. The Interior Renovation program began on September 30, 1997.
31.	Defendants shall provide women prisoners at CTF with two prevocational programs each to be at least six weeks in duration. Prevocational programs include those courses which teach personal development skills, living skills, and/or employment skills such as Employment Techniques, Awareness and Preparation (ETAP) and Life Skills.	Mance Langham		March 26, 1997	COMPLIANCE: Prevocational skills are provided in the Life Skills and ETAP classes. The classes are held three hours daily, five days a week. The programs include modules in personal development skills, living skills, and employability skills. See attachment 31-A of report dated June 7, 1997.

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MAJOR TASK		RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion If "Compliance" state how achieved and attach documentation
32.	Defendants shall provide women prisoners at CTF with a minimum of four vocational education programs, including the one program currently in place (Docutech). These programs shall be available to female prisoners of all custody levels. A vocational education program is any program of 12 to 24 months in duration that teaches employable skills and contains both a classroom component and an on-the-job-training component. Two programs shall be operative within 120 days of the entry of this Order.	Mance Langham		September 30, 1997	COMPLIANCE: Women prisoners at CTF, in all custody levels, are presently provided with four vocational programs: Computer Literacy (6 months), Graphic Arts (12 months), Commercial Cleaning (4 months) and Interior Renovation. The Interior Renovation program began on September 30, 1997.
33.	Defendants shall provide women prisoners at CTF with at least one apprenticeship programs as defined by Department Order.	Mance Langham	March 1, 1998		NON-COMPLIANCE: There is no accredited apprenticeship program available to the female inmates. A field plan for Computer Literacy has been submitted to the DC Apprenticeship Council.

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MAJOR TASK		RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation
34	All prevocational programs, vocational programs, and apprenticeships added for women prisoners at CTF shall have the potential for providing women with job skills marketable in the local labor market. An important consideration in the Defendants' selection of programs shall be the wage-earning capacity upon completion of the program.	Mance Langham		March 16, 1997	COMPLIANCE: The current pre-vocational and vocational programs implemented provide the female inmates with computer, printing, interviewing, and marketability skills that are valuable in the local job market. The orientation stage of these programs emphasize the value of these skills in the job market.
35.	Defendants shall conduct affirmative outreach to women during the enrollment period for vocational training. This outreach shall entail DCDC staff meeting with women at least one month before the deadline for program enrollment to inform the women that the new programs are available and to offer a full description of the available programs and any applicable criteria for participation.	Mance Langham		March 16, 1997	COMPLIANCE: Alternative outreach services for women are provided during orientation and initial program enrollment by the Academic Counselor. A pamphlet which includes specific programs is given to each female to assist the selection of a new program after completion of the program. See attachment(s) 35-A of April 7, 1997 report.

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MAJOR TASK		RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation
36.	Defendants shall ensure that all contractual programs used to provide services to women prisoners are compatible with and fulfill the provisions of this Order.	John Henderson		March 16, 1997	COMPLIANCE: All contractual programs receive a legal review from CCA's Legal Affairs office. Also contracts are cleared by the Contract Monitor of the Department of Corrections, prior to approval.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
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MAJOR TASK	RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
51.	Within 90 days, the Defendants shall hire a qualified air balancing contractor to service the CTF air handling system so that it provides an acceptable level of air quality to all areas of the facility inhabited by prisoners.	Marvin Voss		March 16, 1997	COMPLIANCE: As reported in previous reports, air balancing was done by the Department of Corrections in the past however, CCA has hired a private contractor to rebalance the air system at CTF. Due to structural changes in the facility, the contractors have been recalled to repair and upgrade the air handling system.

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MAJOR TASK		RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation
52.	<p>In the event that the air balancing and other recent repairs to the heating system at CTF fail to maintain a minimum cell temperature of 65 degrees F in every cell, measured at the perimeter wall, the Defendants shall immediately:</p> <ul style="list-style-type: none"> a. cease housing women in the end cells of each tier; b. provide each woman prisoner with two extra blankets, two pairs of thermal underwear, and two pairs of wool socks; c. explore means of insulating or heating the perimeter walls of the cells; and d. report back to the Court. 	<p>Marvin Voss</p> <p>Vern Alford/ John Henderson</p> <p>Cross/Henderson</p> <p>Marvin Voss</p>		March 16, 1997	<p>COMPLIANCE:</p> <p>The temperature in the cells have not fallen below 65 degrees during this period. In the event of that occurrence, the Assistant Warden will provide additional clothing and blankets and ensure that inmates are not housed in end cells.</p> <p>Means of insulating or heating the perimeter walls have been explored, however, insulating the walls would make the rooms smaller and violate safety regulations and heating the walls would violate fire regulations. Therefore, we are currently unable to develop a feasible plan. A new strategy will be devised if air rebalancing does not preclude the need to modify the walls.</p> <p>A report will be forwarded to the Court on April 16, 1998.</p>
53.	The Defendants shall develop and implement an effective rodent prevention program.	Linda Wall		April 23, 1997	<p>COMPLIANCE:</p> <p>A contract with the Orkin Chemical Company has been negotiated and initiated. The contract includes a monthly rodent prevention plan. See attachment 53-A of May 7, 1997 report.</p>

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
54.	Effective immediately, the Defendants shall ensure that all housing units at CTF are issued a timely, adequate and appropriate amount of cleaning supplies.	Larry Colbert		April 30, 1997	COMPLIANCE: The cleaning supply is sufficiently stocked and PortionPac has instructed the inmates on the proper use of the materials. The supply of materials is monitored and distributed to the housing units on a bi-weekly basis.
55.	The Defendants shall use cart liners or disposable or washable laundry bags to transport laundry between CTF and the Jail.	Linda Wall		April 7, 1997	COMPLIANCE: A linen service agreement was signed between CTF and Sterling Cleaners on April 4, 1997 and service began on April 7, 1997. Dirty linen is transported in one cart and clean linen is transported in another cart. All linen is contained in plastic bags for sanitation.

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MAJOR TASK		RESPONSIBLE PERSON or AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation
56.	Effective immediately, the Defendants at CTF shall monitor the food temperature and delivery times of all food, including special diet meals, delivered to the satellite kitchen.	Vern Alford		December 1, 1997	COMPLIANCE: Food temperature will be manually monitored by the culinary officers who use food thermometers and randomly select the trays to sample at each meal time. Delivery times will be monitored by the correctional officers who receive the food on the units. A tracking form has been developed by ARAMARK that monitors the time and temperature of food delivery. See attachment #56-A of report dated February 2, 1998 for copies of the form.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
57.	The Defendants shall promulgate and follow a written preventive maintenance plan for the CTF that includes maintenance of structures, systems, and equipment.	Marvin Voss		March 16, 1997	COMPLIANCE: CCA has completed and has implemented the CHIEF system. The CHIEF system generates the preventive maintenance plan for the entire facility.
58.	The Defendants shall ensure that the correctional officers inspect all plumbing fixtures that requires repair will be reported immediately upon discovery, and repaired in a timely manner. The Defendants shall maintain logs demonstrating compliance with this requirement.	Marvin Voss		November 24, 1997	COMPLIANCE: An addendum will be made to the housing unit officer post order to include recording all plumbing problems in the maintenance log book. Maintenance procedures require a daily review of the maintenance log book on each housing unit by maintenance personnel. See attachment #58 of report dated 12/10/97.

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59.	Two times per year, the Defendants shall cause the District of Columbia DCRA to conduct inspections of the CTF for compliance with the requirements of environmental sanitation, maintenance and food service delivery. Within 30 days of each inspection, the Warden of CTF shall obtain the DCRA findings. The Warden shall repair, clean, or otherwise remedy any unsanitary, unsound, or unsafe practice or condition identified by DCRA as soon as feasible but in no event later than 30 days following the receipt of the DCRA report.	Linda Wall	May 19, 1997		NON-COMPLIANCE: The DCRA inspection was conducted on October 14, 15, and 16, 1997. The facility received a rating score of 92%. (See attached memorandum 59-A of report dated November 10, 1997.) The official report from DCRA has been requested but has not been received from DCRA. Abatements have not been indicated and thereby cannot be completed. The completion date of any abatements will be scheduled upon receipt of the DCRA report.

initially 50%

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

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DEPARTMENT/OFFICE: CCA/Warden's Office		INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
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		PLANNED	ACTUAL		
V. FIRE SAFETY					
65.	The Defendants shall conduct and document mandatory semi-annual training on fire safety procedures for all correctional officers.	Vern Alford	June 18, 1998		NON-COMPLIANCE: CCA completed its pre-service training for new hires in January 1998. Semi-annual in-service training for currently hired correctional officers including fire prevention procedures has not begun but will be scheduled to begin within 90 days.



Office of the Chief
Classification and Parole

DEPARTMENT OF CORRECTIONS
Detention Facility
1901 D Street, S.E.
Washington, D.C. 20003

Response to Paragraph
Page 1 and 3 redacted
Page 2 not disclosed

March 10, 1998

MEMORANDUM

TO : Shirley Williams
Acting Deputy Warden for Programs

FROM : *Carl L. White 3/10/98*
Carl L. White
Chief Case Management

SUBJECT: Minutes of the Inmate Grievance Advisory
Committee (IGAC) on February 24, 1998 at
1:30 p.m. on the second floor

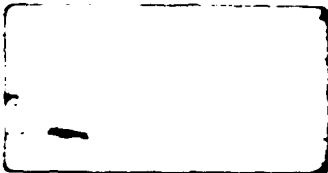
Present: Ms. Violet Hicks, Warden's Office, Mrs. Gloria Thaxton
Fox, Compliance Monitor, Mr. Harold Watson, Case Manager and Mr.
Carl L. White, Chief Case Management.

Absent: Representative(s) from Support Services and Operations.

Inmate Population

Inmate Allen Graves, DCDC# 171-938, Southwest Three, Cell #3 Male
Inmate Representative Gilfredo Lopez, DCDC# 268-588, Southwest
Three, Cell #6, Inmate Betty Parker, DCDC# 276-394, Southwest One.

The meeting was called to order by Chairman, Mr. Carl L. White who
presented the correctional staff to the IGAC.



Mr. Edward Garner, Law Librarian entered the meeting to assist Mr. White, Chairman to draft a plan having all units representatives to meet in the Law Library. Inmates Graves and Lopes need to gather information from each housing unit.

The meeting was adjourned at approximately 2:15 p.m.

March 24, 1998, is the next scheduled meeting on the second floor in the Case Management Unit at 1:30 p.m.

Submitted for the record and your information.

CLW/mah

cc: Ms. Violet Hicks
Edward Gardner
Gloria Fox

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2-2-98
 UNIT - D70
 MEAL PERIOD - Dinner

REGULAR MEALS # 23
 DIETS # 7
 TOTAL MEALS # 30
 TOTAL TRAYS SENT TO THE UNIT # 30

ARAMARK SUPERVISOR (PRINT NAME)
 ARAMARK SUPERVISOR SIGNATURE

Joyce GAINO
Joyce GAINO

KEYBAY OFFICER (PRINT NAME)
 KEYBAY OFFICER SIGNATURE

Ken Thiri
Ken Thiri

IT OFFICER (PRINT NAME)
 IT OFFICER SIGNATURE

J. B. Greene
J. B. Greene

COURT BAG LUNCHES #

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # 0

MARK DET CLERK SIGNATURE _____

ALL SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recp - Unit Level

2298 Time 5:17 Meal period Dinner Menu Cycle # _____

Turkey Noodles 118 degrees Starch Solal 80 degrees
de Green Beans 104 degrees Beverage milk 450 degrees
Coo Kite Cate _____ degrees _____

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2-2-98
UNIT - E4A
MEAL PERIOD - Dinner

51

REGULAR MEALS # 25
DETS # 7
TOTAL MEALS # 32
TOTAL TRAYS SENT TO THE UNIT # 32

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

Joyce GAINO
Joyce GAINO

CLERK OFFICER (PRINT NAME)
CLERK OFFICER SIGNATURE

Jeanne Thoms
Jeanne Thoms

IT OFFICER (PRINT NAME)
IT OFFICER SIGNATURE

[Signature]
[Signature]

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # 5

ARAMARK DET CLERK SIGNATURE _____

CL SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recp - Unit Level

2-2-98 Time 4:57 Meal period Dinner Menu Cycle # _____

Turkey noodles 122 degrees Snack Salad 82 degrees
de Green Beans 115 degrees Beverage _____ degrees
_____ degrees _____

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2-2-98
 UNIT - A4 82
 MEAL PERIOD - Dinner

3 .50

REGULAR MEALS	#	<u>1</u>
DETS	#	<u>28</u>
TOTAL MEALS	#	<u>29</u>
TOTAL TRAYS SENT TO THE UNIT	#	<u>29</u>

ARAMARK SUPERVISOR (PRINT NAME)
 ARAMARK SUPERVISOR SIGNATURE
 CLERK OFFICER (PRINT NAME)
 CLERK OFFICER SIGNATURE
 IT OFFICER (PRINT NAME)
 IT OFFICER SIGNATURE

Joyce GAINO
Joyce GAINO
Sean Thomas
Sean Thomas
KC Johnson
KC Johnson

COURT BAG LUNCHES # _____

TCR NAME KCN SIGNATURE K.C. Johnson

TOTAL SNACK BAGS SENT # 24

CLERK DET CLERK SIGNATURE _____

CL SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recp - Unit Level

2-2-98 This 405 Meal period Dinner Menu Cycle # _____

<u>Turkey Noodles</u>	<u>118</u>	degrees	<u>Starch Salad</u>	<u>80</u>	degrees
<u>to Green Beans</u>	<u>110</u>	degrees	<u>Beverage</u>	<u>Milk</u>	<u>45</u>
<u>Cookie cake</u>		degrees			

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2/19/98
UNIT - D-4
MEAL PERIOD - Dinner

REGULAR MEALS 28
DIETS 3
TOTAL MEALS 31
TOTAL TRAYS SENT TO THE UNIT 31

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

Paulette Tolos
Paulette Tolos

OLENARY OFFICER (PRINT NAME)
OLENARY OFFICER SIGNATURE

Eric Corbett
Eric Corbett

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

COURT BAG LUNCHES # _____

OFFICER NAME _____

SIGNATURE _____

TOTAL SNACK BAGS SENT _____

MARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE _____

Temperature Recp - Unit Level

2-9-98 Time 5:40 Meal period _____ Menu Cycle # _____

Rotini 125 degrees Snack Salad 76.3 degrees
Hot Peas 109.2 degrees Beverage milk 42 degrees
Hot Choclate _____

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2/9/98
 UNIT - C2A
 MEAL PERIOD - Dinner

30 TRAYS

REGULAR MEALS	#	<u>17</u>
DETS	#	<u>4</u>
TOTAL MEALS	#	<u>21</u>
TOTAL TRAYS SENT TO THE UNIT	#	<u>23</u> 23

ARAMARK SUPERVISOR (PRINT NAME) _____
 ARAMARK SUPERVISOR SIGNATURE _____

ROQUE TOLOS
[Signature]

DEPUTY OFFICER (PRINT NAME) _____
 DEPUTY OFFICER SIGNATURE _____

Ch. C. Conroy
[Signature]

NET OFFICER (PRINT NAME) _____
 NET OFFICER SIGNATURE _____

Gilchrist
[Signature]

4 08

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK NET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recp - Unit Level
2-9-98
123.6 Time 4:20 Meal period Dinner Mass Cycle # _____

• <u>Enlight</u> / <u>Meat sauce</u> <u>28</u> degrees	• <u>Starch</u> <u>Salad</u> <u>80.3</u> degrees
• <u>Rice</u> <u>107.6</u> degrees	• <u>Beverage</u> <u>Milk</u> <u>40</u> degrees
• <u>Con/12</u> <u>Co 112</u>	

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2-18-98
 UNIT - EA
 MEAL PERIOD - Breakfast

Diag 5 10
 Diet bet, 2-
 James to Harold

REGULAR MEALS # 20
 DIETS # 5
 TOTAL MEALS # 25
 TOTAL TRAYS SENT TO THE UNIT # 25

ARAMARK SUPERVISOR (PRINT NAME) D. CUNNINGHAM
 ARAMARK SUPERVISOR SIGNATURE [Signature]
 CULINARY OFFICER (PRINT NAME) CLO BUTLEDGE
 CULINARY OFFICER SIGNATURE [Signature]
 UNIT OFFICER (PRINT NAME) Wimbish
 UNIT OFFICER SIGNATURE [Signature]

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER 'S SIGNATURE _____

Food Temperature Recap - Unit Level

Date 2-18-98 Time 10:11 AM Meal period Breakfast Menu Cycle # 4

Entree H.C. Eggs 160° degrees Starch Cottage Cheese 165° degrees
 Vegetable _____ degrees Beverage Co Fee 180° degrees
 Other item Grants 180° degrees Other item _____ degrees

Unit # _____ Name of Officer _____ Signature _____

**ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET**

DATE - 2-18-98
 UNIT - C4B
 MEAL PERIOD - BREAKFAST

REGULAR MEALS # 23
 DIETS # 6
 TOTAL MEALS # 29
 TOTAL TRAYS SENT TO THE UNIT # 29

7 17

ARAMARK SUPERVISOR (PRINT NAME) D. CUNNINGHAM
 ARAMARK SUPERVISOR SIGNATURE [Signature]
 CULINARY OFFICER (PRINT NAME) A. Kishick
 CULINARY OFFICER SIGNATURE [Signature]
 UNIT OFFICER (PRINT NAME) G. Collins
 UNIT OFFICER SIGNATURE [Signature]

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE _____

Food Temperature Recap - Unit Level

Date 2-18-98 Time 7:19am Meal period _____ Menu Cycle # _____

Entree H.C. Egg 166.6 degrees Starch Cottage Flies 163.7 degrees
 Vegetable _____ degrees Beverage COFFEE 180 degrees
 Other item GRITS 190.6 degrees Other item _____ degrees

Unit # _____ Name of Officer _____ Signature _____

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2-18-98
 UNIT - C94
 MEAL PERIOD - BREAKFAST

REGULAR MEALS # 20 7 14
 DIETS # _____
 TOTAL MEALS # 20
 TOTAL TRAYS SENT TO THE UNIT # 20

ARAMARK SUPERVISOR (PRINT NAME) D. Cunningham
 ARAMARK SUPERVISOR SIGNATURE [Signature]
 CULINARY OFFICER (PRINT NAME) [Signature]
 CULINARY OFFICER SIGNATURE [Signature]
 UNIT OFFICER (PRINT NAME) C. Lawrence
 UNIT OFFICER SIGNATURE [Signature]

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER 'S SIGNATURE _____

Food Temperature Recap - Unit Level

Date 2-18-98 Time 7:15am Meal period Breakfast Menu Cycle # 4

Entree H.C. Eggs 165° degrees Starch Cottage Fries 165° degrees
 Vegetable _____ degrees Beverage Coffee 180° degrees
 Other item Grits 183.4 degrees Other item _____ degrees

Unit # _____ Name of Officer _____ Signature _____

**ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET**

Meal 5 Trays

DATE - 2/18/98
 UNIT - E2B
 MEAL PERIOD - Dinner

REGULAR MEALS # 21
 DIETS # 5
 TOTAL MEALS # 26
 TOTAL TRAYS SENT TO THE UNIT # 26

4 12

ARAMARK SUPERVISOR (PRINT NAME)
 ARAMARK SUPERVISOR SIGNATURE
 CULINARY OFFICER (PRINT NAME)
 CULINARY OFFICER SIGNATURE
 UNIT OFFICER (PRINT NAME)
 UNIT OFFICER SIGNATURE

Royette Jones
Royette Jones
C/O Comptroller
C/O Comptroller

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE *R. Jones*

Food Temperature Recap - Unit Level

Date 2-21-98 Time 4:33 Meal period Dinner Menu Cycle # _____

Entree Bolognese 113.6 degrees Starch Potatoes 125.4 degrees
 Vegetable Bread _____ degrees Beverage _____ degrees
 Other item Coke/le 65.8 degrees Other item Apple Juice 82.8 degrees

Unit # E2B Name of Officer _____ Signature _____

ARAMARK CORRECTIONAL SERVICES MEAL TRAY VERIFICATION SHEET

DATE - 2/18/98
UNIT - DIA
MEAL PERIOD - Dinner

REGULAR MEALS # 23
DIETS # 6
TOTAL MEALS # 29
TOTAL TRAYS SENT TO THE UNIT # 29

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

Ruelle Todd
Ruelle Todd

CULINARY OFFICER (PRINT NAME)
CULINARY OFFICER SIGNATURE

John Jones
John Jones

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

Clifton A
Clifton A

COURT BAG LUNCHES # _____
OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____
ARAMARK DIET CLERK SIGNATURE _____
TOTAL SNACK BAGS RECEIVED AT UNIT # _____
UNIT OFFICER'S SIGNATURE R. Jones

Food Temperature Recap - Unit Level
Date 2-18-98 Time 4:17 Meal period Dinner Menu Cycle # _____
Entree Polacca 117.2 degrees Starch Potatoes 134.4 degrees
Vegetable celery 63.8 degrees Beverage _____ degrees
Other item Bread _____ degrees Other item Apple Sauce 20.4 degrees
Unit # _____ Name of Officer _____ Signature _____

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2-18-98
 UNIT - D2A
 MEAL PERIOD - BREAKFAST

REGULAR MEALS # 16
 DIETS # 15
 TOTAL MEALS # 31
 TOTAL TRAYS SENT TO THE UNIT # 31

6 14

ARAMARK SUPERVISOR (PRINT NAME) D. CUNNINGHAM
 ARAMARK SUPERVISOR SIGNATURE [Signature]
 CULINARY OFFICER (PRINT NAME) C/O RUTLEDGE
 CULINARY OFFICER SIGNATURE [Signature]
 UNIT OFFICER (PRINT NAME) AB GRAY
 UNIT OFFICER SIGNATURE [Signature]

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER 'S SIGNATURE _____

Food Temperature Recap - Unit Level

Date 2-18-98 Time 6:11am Meal period Breakfast Menu Cycle # 4

Entree H.C. Eggs 165° degrees Starch COTTAGE CHEESE 163° degrees
 Vegetable _____ degrees Beverage Coffee 180° degrees
 Other item Grits 190° degrees Other item _____ degrees

Unit # _____ Name of Officer _____ Signature _____

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2/23/98
 UNIT - 301UA
 MEAL PERIOD - Dinner

REGULAR MEALS # 7
 DIETS # 7
 TOTAL MEALS # 7
 TOTAL TRAYS SENT TO THE UNIT # 7

ARAMARK SUPERVISOR (PRINT NAME) _____
 ARAMARK SUPERVISOR SIGNATURE _____

Donnie Tolson
[Signature]

CULINARY OFFICER (PRINT NAME) _____
 CULINARY OFFICER SIGNATURE _____

[Signature]
[Signature]

UNIT OFFICER (PRINT NAME) _____
 UNIT OFFICER SIGNATURE _____

Patricia R. [Signature]
[Signature]

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE [Signature]

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE _____

Food Temperature Recap - Unit Level

Date 2-23-98 Time 3:45 Meal period Dinner Menu Cycle # _____

Entree <u>Turkey noodle</u>	<u>142.3</u> degrees	Starch <u>Salad</u>	<u>76.5</u> degrees
Vegetable <u>Broccoli</u>	<u>120.0</u> degrees	Beverage <u>milk</u>	<u>47°</u> degrees
Other item <u>Cookie</u>	<u>100</u> degrees	Other item <u>Bread</u>	_____ degrees

Unit # _____ Name of Officer _____ Signature _____

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2-25-98
 UNIT - D2A
 MEAL PERIOD - BREAKFAST

6:11 AM

REGULAR MEALS # 24
 DIETS # 7
 TOTAL MEALS # 31
 TOTAL TRAYS SENT TO THE UNIT # _____

ARAMARK SUPERVISOR (PRINT NAME) D. CUNNINGHAM
 ARAMARK SUPERVISOR SIGNATURE [Signature]
 CLERK OFFICER (PRINT NAME) A. Riddick
 CLERK OFFICER SIGNATURE A. Riddick
 UNIT OFFICER (PRINT NAME) McGRAY
 UNIT OFFICER SIGNATURE [Signature]

COURT BAG LUNCHES # _____

CLERK NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

MARK DIET CLERK SIGNATURE _____

CL. SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recap - Unit Level

Time 6:15 AM Meal period Breakfast Menu Cycle # 1

<u>Crab's</u>	<u>180.0</u> degrees	Starch	<u>SCRAM EGG</u>	<u>173.1</u> degrees
<u>de</u>	<u> </u> degrees	Beverage	<u>COFFEE</u>	<u>193.0</u> degrees
<u>on T-HAM</u>	<u>165.0</u> degrees	Other Item	_____	_____

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2-25-98
UNIT - C4A
MEAL PERIOD - Breakfast

REGULAR MEALS 20
DIETS 2
TOTAL MEALS 22
TOTAL TRAYS SENT TO THE UNIT

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM
D. Cunningham

UNITARY OFFICER (PRINT NAME)
UNITARY OFFICER SIGNATURE

IT OFFICER (PRINT NAME)
IT OFFICER SIGNATURE

J. Mc Donald
J. Mc Donald

COURT BAG LUNCHES

OFFICER NAME

SIGNATURE

7

06

TOTAL SNACK BAGS SENT

MARK DIET CLERK SIGNATURE _____

DIET SNACK BAGS RECEIVED AT UNIT

OFFICER'S SIGNATURE _____

Temperature Recip - Unit Level

Time 7:10 am Meal period Breakfast Menu Cycle # I
Greets. 180.0 degrees Starch SCRAM EGGS 173.0 degrees
Beverage Coffee 190.0 degrees
Other Item T-HAM 165.0 degrees

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2-25-98
UNIT - E-2A
MEAL PERIOD - Breakfast

REGULAR MEALS # 25
DIETS # 6
TOTAL MEALS # 31
TOTAL TRAYS SENT TO THE UNIT # _____

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM
D. Cunningham

UNITARY OFFICER (PRINT NAME)
UNITARY OFFICER SIGNATURE

A. Biddick
A. Biddick

IT OFFICER (PRINT NAME)
IT OFFICER SIGNATURE

JO Campbell
JO Campbell

COURT BAG LUNCHES # _____

TCER NAME

SIGNATURE

TOTAL SNACK BAGS SENT # _____

MARK DIET CLERK SIGNATURE _____

ALL SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recp - Unit Level

Time 6:10 am Meal period Breakfast Menu Cycle # 1

GravFs. 181.0 degrees Starch Scram Eggs 172.3 degrees
Meat _____ degrees Beverage Coffee 190.2 degrees
Ice 7-Item 163.0 degrees Other Item _____ degrees

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2-25-98
UNIT - E-4A
MEAL PERIOD - BREAKFAST

REGULAR MEALS # 15
DIETS # 4
TOTAL MEALS # 19
TOTAL TRAYS SENT TO THE UNIT # _____

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM
D. Cunningham

CLERK (PRINT NAME)
CLERK SIGNATURE

A. Biddick
A. Biddick

IT OFFICER (PRINT NAME)
IT OFFICER SIGNATURE

Barbara Dwyer
B. Dwyer

COURT BAG LUNCHES # _____

16

TCER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

CLERK DIET CLERK SIGNATURE _____

CLERK SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recap - Unit Level

Time 6:00 AM Meal period BREAKFAST Menu Cycle # I
Gravy 153.0 degrees Starch SCRAM EGGS 170.0 degrees
Ice _____ degrees Beverage COFFEE 193.0 degrees
meat T-Ham 165.0 degrees Other items _____

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2-25-98
UNIT - M/D4A
MEAL PERIOD - Breakfast

REGULAR MEALS # 24
DIETS # 5
TOTAL MEALS # 29
TOTAL TRAYS SENT TO THE UNIT # _____

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM
D. Cunningham

UNITARY OFFICER (PRINT NAME)
UNITARY OFFICER SIGNATURE

A. Riddick
A. Riddick

IT OFFICER (PRINT NAME)
IT OFFICER SIGNATURE

R. James
R. James

COURT BAG LUNCHES # _____

17

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

MARK DIET CLERK SIGNATURE _____

ALL SNACK BAGS RECEIVED AT UNIT # _____

OFFICER'S SIGNATURE _____

Temperature Recp - Unit Level

Time 6:20am Meal period Breakfast Menu Cycle # I

<u>Greits</u>	<u>183.2</u> degrees	Starch <u>SCRAM EGGS</u>	<u>170.2</u> degrees
<u>Me</u>	<u>.</u> degrees	Beverage <u>COFFEE</u>	<u>196.1</u> degrees
<u>meat T-Ham</u>	<u>1165.0</u> degrees	Other items _____	_____

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 2-25-98
UNIT - C313
MEAL PERIOD - Breakfast

REGULAR MEALS # 31
DIETS # 11
TOTAL MEALS # 42
TOTAL TRAYS SENT TO THE UNIT # _____

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM
D. Cunningham

UNITARY OFFICER (PRINT NAME)
UNITARY OFFICER SIGNATURE

A. Biddick
A. Biddick

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

Len Balc
[Signature]

COURT BAG LUNCHES # _____

UNITARY OFFICER NAME _____ SIGNATURE _____

57

TOTAL SNACK BAGS SENT # _____

MARK DET. CLERK SIGNATURE _____

UNIT SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE _____

Temperature Recap - Unit Level

Time 7:00 A.M. Meal period Breakfast Menu Cycle # I

Crisp's 185.3 degrees Starch Scram Eggs 173 degrees
Me _____ degrees Beverage Coffee 190 degrees
meat T-Ham 165 degrees Other Item _____

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

5 05

DATE - Feb 24, 1998
 UNIT - D413
 MEAL PERIOD - Dinner

REGULAR MEALS # 22
 DIETS # 5
 TOTAL MEALS # 27
 TOTAL TRAYS SENT TO THE UNIT # 27

ARAMARK SUPERVISOR (PRINT NAME) Marvin E Brown
 ARAMARK SUPERVISOR SIGNATURE _____
 CULINARY OFFICER (PRINT NAME) _____
 CULINARY OFFICER SIGNATURE _____
 UNIT OFFICER (PRINT NAME) _____
 UNIT OFFICER SIGNATURE _____

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE _____

Food Temperature Recap - Unit Level

Date 2-24-98 Time 5:10 Meal period Dinner Menu Cycle # _____

Entree Meat Pot Pie 122.4 degrees Starch mashed Potatoes 121.5 degrees
 Vegetable Mixed Veg 95.2 degrees Beverage Milk 47 degrees
 Other item White cake _____ degrees Other item Hamburger Bun _____ degrees

Unit # _____ Name of Officer _____ Signature _____

ARAMARK CORRECTIONAL SERVICES MEAL TRAY VERIFICATION SHEET

DATE - Feb 24, 1998
 UNIT - C23
 MEAL PERIOD - Dinner

REGULAR MEALS	#	<u>33</u>
DIETS	#	<u>11</u>
TOTAL MEALS	#	<u>44</u>
TOTAL TRAYS SENT TO THE UNIT		# <u>44</u>

ARAMARK SUPERVISOR (PRINT NAME) Marvin E Brown
 ARAMARK SUPERVISOR SIGNATURE _____

CULINARY OFFICER (PRINT NAME) _____
 CULINARY OFFICER SIGNATURE [Signature]

UNIT OFFICER (PRINT NAME) _____
 UNIT OFFICER SIGNATURE [Signature]

COURT BAG LUNCHES # _____
OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____
ARAMARK DIET CLERK SIGNATURE _____
TOTAL SNACK BAGS RECEIVED AT UNIT # _____
UNIT OFFICER'S SIGNATURE _____

Food Temperature Recap - Unit Level			
Date <u>2-24-98</u>	Time <u>4:47pm</u>	Meal period <u>DINNER</u>	Menu Cycle # _____
Entree <u>Meat Pot Pie</u>	<u>103.1</u> degrees	Starch <u>Mashed Potatoes</u>	<u>123.4</u> degrees
Vegetable _____	degrees	Beverage <u>Milk</u>	<u>45</u> degrees
Other item <u>Cake</u>	<u>Bread</u> degrees	Other item <u>Mixed Veg.</u>	<u>94.1</u> degrees
Unit # _____	Name of Officer _____	Signature _____	

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

5 11

DATE - Feb 24, 1998
 UNIT - EVA
 MEAL PERIOD - Dinner

REGULAR MEALS # 21
 DIETS # 6
 TOTAL MEALS # 27
 TOTAL TRAYS SENT TO THE UNIT # 27

ARAMARK SUPERVISOR (PRINT NAME)
 ARAMARK SUPERVISOR SIGNATURE

Marvin E Brown

CULINARY OFFICER (PRINT NAME)
 CULINARY OFFICER SIGNATURE

Stephen Thomas

UNIT OFFICER (PRINT NAME)
 UNIT OFFICER SIGNATURE

LEITA B. ROGERS
Leita R. Rogers

COURT BAG LUNCHES # _____

OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE _____

Food Temperature Recap - Unit Level

Date 2-24-98 Time 5:17pm Meal period Dinner Menu Cycle # _____

Entrée Meat Potpie 137.2 degrees Starch Mtd Potatoes 133.7 degrees
 Vegetable _____ degrees Beverage milk 42 degrees
 Other item Cake Bread degrees Other item Mixed Veg 108.7 degrees
Hamburger Bun

Unit # _____ Name of Officer _____ Signature _____

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

DATE - 2/18/98
UNIT - DIA
MEAL PERIOD - Dinner

REGULAR MEALS # 23
DIETS # 6
TOTAL MEALS # 29
TOTAL TRAYS SENT TO THE UNIT # 29

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

Royette Jones
Royette Jones

CULINARY OFFICER (PRINT NAME)
CULINARY OFFICER SIGNATURE

John Jones
John Jones

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

CHOM A
CHOM A

COURT BAG LUNCHES # _____
OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____
ARAMARK DIET CLERK SIGNATURE _____
TOTAL SNACK BAGS RECEIVED AT UNIT # _____
UNIT OFFICER'S SIGNATURE R. Jones

Food Temperature Recap - Unit Level
Date 2-18-98 Time 4:17 Meal period Dinner Menu Cycle # _____
Entree Beef 172 degrees Starch Potatoes 134.4 degrees
Vegetable celery 63.8 degrees Beverage _____ degrees
Other item Bread _____ degrees Other item Apple Sauce 80.4 degrees
Unit # _____ Name of Officer _____ Signature _____

**ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET**

Need 5 Trays

DATE - 2/18/98
 UNIT - F25
 MEAL PERIOD - Dinner

REGULAR MEALS # 21
 DIETS # 5
 TOTAL MEALS # 26
 TOTAL TRAYS SENT TO THE UNIT # 26

4 12

ARAMARK SUPERVISOR (PRINT NAME)
 ARAMARK SUPERVISOR SIGNATURE

Royette Jones
Royette Jones

CULINARY OFFICER (PRINT NAME)
 CULINARY OFFICER SIGNATURE

Chie Comitt
Chie Comitt

UNIT OFFICER (PRINT NAME)
 UNIT OFFICER SIGNATURE

COURT BAG LUNCHES # _____	
OFFICER NAME _____	SIGNATURE _____

TOTAL SNACK BAGS SENT # _____
ARAMARK DIET CLERK SIGNATURE _____
TOTAL SNACK BAGS RECEIVED AT UNIT # _____
UNIT OFFICER'S SIGNATURE <u>R. Jones</u>

Food Temperature Recap - Unit Level			
Date <u>2-21-98</u>	Time <u>4:33</u>	Meal period <u>Dinner</u>	Menu Cycle # _____
Entree <u>Beef</u>	<u>136</u> degrees	Starch <u>Potatoes</u>	<u>125.4</u> degrees
Vegetable <u>Broccoli</u>	degrees	Beverage _____	degrees
Other item <u>Cold Slaw</u>	<u>65.8</u> degrees	Other item <u>Apple Sauce</u>	<u>82.8</u> degrees
Unit # <u>E25</u>	Name of Officer _____	Signature _____	