



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

Office of Compliance  
and Accreditation

April 17, 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 March 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

Women Prisoners/ DC v. DC



PC-DC-011-019

IDPS-838C

93-2052

**FILED**

JUN 22 1998

NANCY MAYER WHITTINGTON, CLERK  
U.S. DISTRICT COURT

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

<b>DEPARTMENT/OFFICE:</b> Office of Policies and Procedures		<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C.</u>  Civil Action 93-2052			
<b>LEAD PERSON:</b> Ronald J. McClain Chief, Office of Policies & Procedures		<b>TELEPHONE:</b> (202) 673-7410		<b>DATE OF UPDATE:</b> April 7, 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		
<b>I. SEXUAL MISCONDUCT AGAINST INMATES</b>					
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 commenced 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 I of the Department Order, also references DPM Section 1608.2.

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

<b>DEPARTMENT/OFFICE:</b> Training Academy		<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C</u> Civil Action No. 93-2052		
<b>LEAD PERSON:</b> Jeannette A. Wood Acting Training Administrator	<b>TELEPHONE:</b> (703) 643-0228		<b>DATE OF UPDATE :</b> April 7, 1998	
<b>MAJOR TASK</b>	<b>RESPONSIBLE PERSON/AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> 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.
		<b>PLANNED</b>	<b>ACTUAL</b>	

## **I. SEXUAL HARASSMENT**

15.	<p>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.</p>	PATRICIA ROBERTS	8/30/95	2/4/98	<p>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 was conducted. Sexual Misconduct Against Inmates D.O. 3350.2b, directive dated October 15, 1997 cancels D.O. 3350.2A dated May 15, 1995.</p>
	<p>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</p>	PATRICIA ROBERTS	8/30/95	2/7/98	<p>Compliance. Ongoing annual training which includes education, policies, reporting, investigating, preventing sexual harassment, and consequences for violating policy.</p>

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

<b>DEPARTMENT/OFFICE:</b> Training Academy		<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C</u> Civil Action No. 93-2852			
<b>LEAD PERSON:</b> Jeannette A. Wood Acting Training Administrator		<b>TELEPHONE:</b> 703/643-0228		<b>DATE OF UPDATE:</b> April 7, 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		
<b>I. SEXUAL HARASSMENT</b>					
15.	<p>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</p> <p>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.</p>	PATRICIA ROBERTS	10/97	1/98	<p>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.</p> <p>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 hour workshop for staff at the, Central Detention Facility (CDF), and CTF/OCA to commence in June 1998.</p>
		PATRICIA ROBERTS	10/97		

## AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

<b>DEPARTMENT/OFFICE:</b> Training Academy		<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C</u> Civil Action No. 93-2052			
<b>LEAD PERSON:</b> Jeannette A. Wood Acting Training Administrator		<b>TELEPHONE:</b> (703) 643-0228		<b>DATE OF UPDATE :</b> April 8, 1998	
<b>MAJOR TASK</b>	<b>RESPONSIBLE PERSON/AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> Compliance or Non-Compliance <i>If Compliance state how achieved and attached supporting documentation, if any.</i> <i>If Non-compliance state reason, remedy, and new completion date.</i>	
		<b>PLANNED</b>	<b>ACTUAL</b>		
<b>I. SEXUAL HARASSMENT</b>					
<b>16.</b>	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 began 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 began 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

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: April 7, 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		
1. 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.	Shirley Williams	12/93	3/95	Compliant. Women inmates are able to make confidential reports of sexual misconduct via the IGP process. Further, women inmates can make reports via the 24-hour telephone hot line, the number of which is posted in at least two areas in all housing units along with Department Order 3350.2B.
8b.	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.				Compliance: An IGAC meeting was held on 3/24/98. The next meeting is scheduled for 4/24/98. IGP meeting minutes are attached.

<b>DEPARTMENT/OFFICE:</b> D. C. Detention Facility		<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
<b>LEAD PERSON:</b> Mario Randle Acting Warden		<b>TELEPHONE:</b> 673-6201		<b>DATE OF UPDATE:</b> April 7, 1998	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and how completion. If "Compliance" state how achieved and attach documentation.	
		PLANNED	ACTUAL		
1. INTERNAL SECURITY AGAINST BRITAIN					
9a.	Women prisoners shall also be able to submit IOPs or complaints concerning sexual misconduct in any form, orally or in writing to any DCDC employee.	Shirley Williams	12/93	3/95	Compliant. Women prisoners are instructed in Sexual Misconduct training on how to report incidents of sexual misconduct including IGP form, writing or oral reporting 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.				Compliant: 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.				Compliant: Women prisoners are advised in intake/orientation training each Friday that complaints of sexual misconduct may also be submitted to prisoner representatives of the IGAC.

DEPARTMENT/OFFICE: D. C. Detention Facility		INITIATIVE: <u>Woman 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: April 7, 1998	
MAJOR CASE	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		
1. GENERAL COMPLIANCE/ADDITIONAL REPORTS					
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. There have been no discoveries of failure to report incidents of sexual misconduct during this reporting period.
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 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. Reports of sexual acts were reported to law enforcement during this reporting period.

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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: April 7, 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		
1. SEXUAL HARASSMENT ALLEGATIONS					
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	Compliant: The inmate is advised of appeal rights and procedures if dissatisfied with outcome of any investigation as specified in 3350.2B, VII, K.
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. DOC.	Shirley Williams			Compliant; Mandatory training in sexual misconduct for all females is conducted on a weekly basis. Tracking is maintained via a sign-in sheet and by forms designed by the monitors of this decree, which are signed by the inmate and maintained in the institutional folder. Attendance logs are maintained by the trainer and the Chief Case Managers.

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

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<b>DEPARTMENT/OFFICE:</b> CCA/Warden's Office		<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
<b>LEAD PERSON:</b> Lonnie Moore		<b>TELEPHONE:</b> (202) 698-3007		<b>DATE OF UPDATE:</b> April 9, 1998	
<b>MAJOR TASK</b>	<b>RESPONSIBLE PERSON or AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
<b>I. Sexual Harassment</b>					
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	<b>COMPLIANCE:</b>  CCA Policy 14-100, Sexual Misconduct Against Inmates, has been revised to reflect changes in the new Department Order. The policy has been distributed to all staff and the signed receipts were given to the Sexual Misconduct Coordinator, Toni Perry, 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	<b>COMPLIANCE:</b>  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 March was postponed until issues from the September meeting were resolved.

<b>DEPARTMENT/OFFICE:</b> CCA/Warden's Office			<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052		
<b>LEAD PERSON:</b> Lonnie Moore		<b>TELEPHONE:</b> (202) 698-3007		<b>DATE OF UPDATE:</b> April 9, 1998	
<b>MAJOR TASK</b>		<b>RESPONSIBLE PERSON or AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion If "Compliance" state how achieved and attach documentation
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	<b>COMPLIANCE:</b>  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.
10.	The Defendants shall establish a confidential hotline, under the supervision of the Director of the DCDC, through which women prisoners can report allegation s of sexual harassment.	Lonnie Moore		October 21, 1997	<b>COMPLIANCE:</b>  The Sexual Misconduct Hotline has been in opeation prior to the stated completion date however, the completion date is the date the first call was received on the line. The Hotline is monitored by CCA's Sexual Misconduct Coordinator, Toni Perry.

<b>DEPARTMENT/OFFICE:</b> CCA/Warden's Office			<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052		
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<b>MAJOR TASK</b>		<b>RESPONSIBLE PERSON or AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation
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	<b>COMPLIANCE:</b> All staff have been given a briefing of CCA/CTF Facility Policy 14-100, dated January 15, 1997, in pre-service training. There has been no discovered failure of any employee to report sexual misconduct.
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	<b>COMPLIANCE:</b> 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. 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.

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<b>MAJOR TASK</b>		<b>RESPONSIBLE PERSON or AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion If "Compliance" state how achieved and attach documentation
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	<b>COMPLIANCE:</b> 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.
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	<b>COMPLIANCE:</b> All inmates are informed, according to CTF Facility Policy of their rights to appeal when they receive a decision. There have been no known appeals to any investigation.
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.	Jeanette Boykins		January 30, 1998	<b>COMPLIANCE:</b> The Train-the-Trainers classes have been completed. There are seven certified trainers for this building.



# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

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<b>II. Obstetrical and Gynecological Care</b>					
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: <ul style="list-style-type: none"> <li>a. The Defendants shall use no restraints on any woman in labor, during delivery, or in recovery immediately after delivery; and</li> <li>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.</li> </ul>	Lonnie Moore		April 4, 1997	<b>COMPLIANCE:</b> 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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<b>IV. PROGRAM EVALUATION</b>					
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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> 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.

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

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<b>DEPARTMENT/OFFICE:</b> CCA/Warden's Office		<b>INITIATIVE:</b> <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052			
<b>LEAD PERSON:</b> Lonnie Moore		<b>TELEPHONE:</b> (202) 698-3007		<b>DATE OF UPDATE:</b> April 9, 1998	
<b>MAJOR TASK</b>	<b>RESPONSIBLE PERSON or AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
<b>IV. PROGRAM EVALUATION</b>					
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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> 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.

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

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		PLANNED	ACTUAL		
<b>IV. PROGRAM EVALUATION</b>					
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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> The contract with UDC will provide college courses at no cost to women prisoners. See attachment 27-A of 4/7/97 report.

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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
		<b>COMPLIANCE:</b> 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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		PLANNED	ACTUAL		
<b>IV. PROGRAM EVALUATION</b>					
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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> 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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<b>MAJOR TASK</b>		<b>RESPONSIBLE PERSON or AGENCY</b>	<b>COMPLETION DATE</b>		<b>STATUS:</b> 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	<b>COMPLIANCE:</b> 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	April 31, 1998		<b>NON-COMPLIANCE:</b> There is no accredited apprenticeship program available to the female inmates. On March 3, 1998, the DC Apprenticeship Council acknowledged in writing that a copy of the standards were received and were being reviewed. The Director of the Council assured CCA's Principal that the review should be complete by March 31, 1998.

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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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> 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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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  <b>COMPLIANCE:</b> 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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		PLANNED	ACTUAL		
<b>IV. ENVIRONMENTAL HEALTH</b>					
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	<b>COMPLIANCE:</b> 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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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"> <li>a. cease housing women in the end cells of each tier;</li> <li>b. provide each woman prisoner with two extra blankets, two pairs of thermal underwear, and two pairs of wool socks;</li> <li>c. explore means of insulating or heating the perimeter walls of the cells; and</li> <li>d. report back to the Court.</li> </ul>	<p>Marvin Voss</p> <p>Vern Alford/ John Henderson</p> <p>Cross/Henderson</p> <p>Marvin Voss</p>		<p>March 16, 1997</p>	<p><b>COMPLIANCE:</b></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		<p>April 23, 1997</p>	<p><b>COMPLIANCE:</b></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		
<b>IV. ENVIRONMENTAL HEALTH</b>					
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	<b>COMPLIANCE:</b> 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	<b>COMPLIANCE:</b> A linen service agreement was signed between CTF and Sterling Cleaners on April 4, 1997 and service began on April 7, 1997. CTF is considering starting its own laundry service and has made a number of trial runs of the equipment. The Facility has ordered washable laundry bags for transporting inmate clothing which should arrive by the end of May.

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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	<b>COMPLIANCE:</b> Food temperatures are 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 April 9, 1998.

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

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<b>IV. ENVIRONMENTAL HEALTH</b>					
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	<b>COMPLIANCE:</b> As of January 26, 1998, CCA has implemented the CHIEF system. MaixmoAdvantage, which is a part of 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	<b>COMPLIANCE:</b> The post order dated March 6, 1998 for the housing unit officer instructs officers to record plumbing problems in the maintenance log book. (See attachment #58 of report dated 4/9/97.) Maintenance procedures require a daily review of the maintenance log book on each housing unit by maintenance personnel.

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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 29, 1997		<b>NON-COMPLIANCE:</b> 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 received. Abatements have been indicated and thereby scheduled to be completed. The completion date of any abatements will be scheduled for May 29, 1998.

# **AGENCY IMPLEMENTATION PLAN/TRACKING REPORT**

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		PLANNED	ACTUAL	
<b>V. FIRE SAFETY</b>				
65.	The Defendants shall conduct and document mandatory semi-annual training on fire safety procedures for all correctional officers.	Vern Alford	June 18, 1998	<b>NON-COMPLIANCE:</b> 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

Government of the District of Columbia  
DEPARTMENT OF CORRECTIONS  
Detention Facility  
1901 D Street, S.E.  
Washington, D.C. 20003

Attachment No. 8B

(Page 1 of 3)

March 27, 1998

MEMORANDUM

TO : *Shirley Williams*  
Acting Deputy Warden for Programs

FROM : *Carl L. White 3/27/98*  
Chief Case Management

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

PRESENT: Ms. Violet Hicks, Warden's Office, Mrs. Gloria  
Thaxton, Compliance Monitor, Deputy Warden,  
Ms. Joyce Jones, Support Services, Mr. Hitt, Material  
Handling Foreman, Mr. Nelson, Canteen, and Case  
Management Carl White

ABSENT: Representative(s) from Operations, and  
Mr. Edward Garner, Law Librarian

Inmate Population

Allen Graves, DCDC# 171-938, Southwest Three, Cell #3 and  
Antoinette Queen, DCDC# 221-452, Southwest One, Cell #11, Inmate  
Gilfrado Lopez, DCDC# 268-588 absent due to Court appointment,  
Southwest Three.

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



- Attachment No. 8B  
(Page 3 of 3)  
Page 2 of 3 not disclosed

The meeting was adjourned at approximately 2:30 p.m.

April 28, 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.

CH/nah

cc: Ms. Violet Hicks  
Mr. Edward Garner  
Ms. Gloria Thaxton  
ISAC

# **ARAMARK CORRECTIONAL SERVICES** **MEAL TRAY VERIFICATION SHEET**

Attachment 56-A  
 (Page 1 of 14)

DATE - 3-1-98  
 UNIT - 2414  
 MEAL PERIOD - Breakfast

REGULAR MEALS 24  
 DEETS 3  
 TOTAL MEALS 27  
 TOTAL TRAYS SENT TO THE UNIT 27

MARK SUPERVISOR (PRINT NAME)  
 MARK SUPERVISOR SIGNATURE

[Signature]

INMATE OFFICER (PRINT NAME)  
 INMATE OFFICER SIGNATURE

[Signature]

OFFICER (PRINT NAME)  
 OFFICER SIGNATURE

Barbara J. [Signature]

COURT BAG LUNCHES 0

CLERK NAME

SIGNATURE

TOTAL SNACK BAGS SENT 0

CLERK DET. CLERK SIGNATURE

SNACK BAGS RECEIVED AT UNIT 0

OFFICER'S SIGNATURE

Temperature Recp - Unit Level

3-2-98 Time 5:53 AM Meal period BREAKFAST Menu Cycle # 2

P-CALCIS	160.0 degrees	Starch	T-Ham	165.3 degrees
de LUTHERAL	183.4 degrees	Beverage	Coffee	180.0 degrees
de SAND	201.3 degrees			

# ARAPAHO CORRECTIONAL SERVICES

## MEAL TRAY VERIFICATION SHEET

Attachment 36:  
(Page 2 of 10)

DATE - 3-1-98  
UNIT - E2A  
MEAL PERIOD - Breakfast

1 Missing  
Det. C. Plunkett

REGULAR MEALS  
DETS  
TOTAL MEALS

# 2.7  
# 5  
# 32

TOTAL TRAYS SENT TO THE UNIT # 32

MARK SUPERVISOR (PRINT NAME)  
MARK SUPERVISOR SIGNATURE

[Signature]

INMATE OFFICER (PRINT NAME)  
INMATE OFFICER SIGNATURE

[Signature]

OFFICER (PRINT NAME)  
OFFICER SIGNATURE

[Signature]

COURT BAG LUNCHES #

CER NAME SIGNATURE

TOTAL SNACK BAGS SENT

MARK DET. CLERK SIGNATURE

SNACK BAGS RECEIVED AT UNIT #

OFFICER'S SIGNATURE

Temperature Recap - Unit Level

3-2-98 Time 5:45 Meal period Breakfast Menu Cycle # 2

P. Cakes 160.0 degrees Snack T-Hmm 165.3 degrees  
Ice DATHMOL 153.0 degrees Beverage C177ec 150.0 degrees  
Ice Syrup 201.3 degrees

# ARAPAHO CORRECTIONAL SERVICES

## MEAL TRAY VERIFICATION SHEET

Attachment No 361  
(Page 3 of 10)

DATE - 3-4-98  
UNIT - E2A  
MEAL PERIOD - BREAKFAST

6 07

REGULAR MEALS  
DIETS  
TOTAL MEALS

# 20  
# 5  
# 25

TOTAL TRAYS SENT TO THE UNIT # \_\_\_\_\_

MARK SUPERVISOR (PRINT NAME)  
MARK SUPERVISOR SIGNATURE

D. CUNNINGHAM  
D. Cunningham

INMATE OFFICER (PRINT NAME)  
INMATE OFFICER SIGNATURE

A. Riddick  
A. Riddick

OFFICER (PRINT NAME)  
OFFICER SIGNATURE

Neuman  
Neuman

COURT BAG LUNCHES # \_\_\_\_\_

ENTER NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TOTAL SNACK BAGS SENT # \_\_\_\_\_

DIET CLERK SIGNATURE \_\_\_\_\_

SNACK BAGS RECEIVED AT UNIT # \_\_\_\_\_

OFFICER'S SIGNATURE \_\_\_\_\_

Temperature Recap - Unit Level

4-98 Time 6:09 Meal period BREAKFAST Menu Cycle # 2

450g Gamy 191.2 degrees Starch Cottage Cheese 180.3 degrees  
Cold Cereal 40.1 degrees Beverage Coffee 190.1 degrees  
\_\_\_\_\_ degrees Other Item \_\_\_\_\_ degrees

**CES:** Attachment No 56-A

(Page 4 of 10)

4E

2.3



30

TOTAL TRACES SENT TO THE UNIT #

D. CUNNINGHAM

H. Cunningham

T. Corbin

*Carlson*



**COURT MAG LUNCHES:**

**USER NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

TOTAL SNACK BAGS SENT #

**1. INK DET. CLERK SIGNATURE**

**SNACK BAGS RECEIVED AT UNIT:** \_\_\_\_\_

OFFICER'S SIGNATURE \_\_\_\_\_

### **Superior Recap - Unit Level**

3-4-98 Time 6:50 AM Meal period breakfast Menu Cycle # 2

Sau Sau Galaxy 180.1 degrees Starch Cottage Cheese 180.1 degrees  
 = Cold Cream 90.1 degrees Beverage Coffee 140.0 degrees  
 = \_\_\_\_\_ degrees Other items \_\_\_\_\_ degrees

AKA MARK CORRECTIONAL SER.  
AL TRAY VERIFICATION SHEET

CES

Attachment No. 56 &  
(Page 5 of 10)

DATE - 3-4-98  
UNIT - E4B  
MEAL PERIOD - BREAKFAST

7 12

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

MARK SUPERVISOR (PRINT NAME)  
MARK SUPERVISOR SIGNATURE

D. CUNNINGHAM  
D. Cunningham

INARY OFFICER (PRINT NAME)  
INARY OFFICER SIGNATURE

Coffey  
Coffey

OFFICER (PRINT NAME)  
OFFICER SIGNATURE

W. Cunningham  
W. Cunningham

COURT BAG LUNCHES #

CER NAME SIGNATURE

TOTAL SNACK BAGS SENT #

ARK DIET CLERK SIGNATURE

SNACK BAGS RECEIVED AT UNIT #

OFFICER'S SIGNATURE

Temperature Recap - Unit Level

3-4-98 Time 7:15pm Meal period Breakfast Menu Cycle # 2

SAGE GRAM 180.4 degrees Starch Cottage Cheese 180.3 degrees  
Cold Cereal 40.0 degrees Beverage Coffee 190.3 degrees  
degrees Other Item degrees

# ARAMARK CORRECTIONAL SERVICES

## MEAL TRAY VERIFICATION SHEET

Attachment No. 56-12  
(Page 6 of 18)

DATE - 3/11/98  
UNIT - E4B  
MEAL PERIOD - Dinner

58

REGULAR MEALS

# 20

DETS

# 5

TOTAL MEALS

# 31

TOTAL TRAYS SENT TO THE UNIT

# 31

MARK SUPERVISOR (PRINT NAME)

MARK SUPERVISOR SIGNATURE

Brian J. Taylor  
Kayla J. Jones

DIARY OFFICER (PRINT NAME)

DIARY OFFICER SIGNATURE

Cheri Powell  
Cheri Powell

FO OFFICER (PRINT NAME)

FO OFFICER SIGNATURE

C/O Summers  
C/O Summers

COURT BAG LUNCHES

CER NAME

SIGNATURE

TOTAL SNACK BAGS SENT

MARK DIET CLERK SIGNATURE

R. Jones

SNACK BAGS RECEIVED AT UNIT

OFFICER'S SIGNATURE

Temperature Recp - Unit Level

3-11-98

Time

5:17

Meal period

Dinner

Menu Cycle #

Chicken

129.1

Bread, Cakes & Cakes

degrees

Starch

Potatoes

120.9

degrees

the Solal

15.2

degrees

Beverage

Milk

# ARAY RK CORRECTIONAL SERVICES

## MEAL TRAY VERIFICATION SHEET

Attachment 2056  
(Page 7 of 10)

DATE - March 18, 1998  
UNIT - E3A  
MEAL PERIOD - Dinner

REGULAR MEALS

DETS

TOTAL MEALS

# 22  
# 11  
# 33

TOTAL TRAYS SENT TO THE UNIT # 33

RAMARK SUPERVISOR (PRINT NAME)  
RAMARK SUPERVISOR SIGNATURE

Marvin E. Brown  
Marvin E. Brown

CLERK OFFICER (PRINT NAME)  
CLERK OFFICER SIGNATURE

UNIT OFFICER (PRINT NAME)  
UNIT OFFICER SIGNATURE

Peggy L. Licha  
Peggy L. Licha

COURT BAG LUNCHES #

OFFICER NAME

SIGNATURE

TOTAL SNACK BAGS SENT

# 9

UNMARK DET CLERK SIGNATURE

TOTAL SNACK BAGS RECEIVED AT UNIT #

UNIT OFFICER'S SIGNATURE

Temperature Recap - Unit Level

315-98 Time 3:45 Meal period Dinner Menu Cycle #       
# T-Mam 177 degrees Starch Potatoes 175 degrees  
#           degrees      40.00      degrees  
#           degrees Other Item



## MEAL TRAY VERIFICATION SHEET

attachment No 560  
(Page: 8 of 10)

DATE - March 18, 1998  
UNIT - E4B  
NEAL PERIOD - Dinner

冊. 33

44

32

**TOTAL TRAIS SENT TO THE UNIT : 55**

Martin E. Brown  
~~Martin E. Brown~~

Alfred E. Brown

100

\_\_\_\_\_

603 Dixon

Cm D. 10-2-1952

**COURT LAG LUNCHES:**

**OFFICER NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

TOTAL BACK PAGE SENT 1

**RAMARI DET. CLERK SIGNATURE**

**DTAL SNACK BAGS RECEIVED AT UNIT:** \_\_\_\_\_

**NIT OFFICER'S SIGNATURE** \_\_\_\_\_

### Red Temperature Ramp - Unit Level

Date 3-18-98 Time 4:10 Meal period Dinner Menu Cycle #           

from 170 degrees Starch 177.00 degrees  
possible Desert 41 degrees Beverage degrees  
for item degrees Other item .

# ARADARK CORRECTIONAL SERVICES

## MEAL TRAY VERIFICATION SHEET

Attachment 21567  
(Page 9 of 13)

DATE - March 20, 1998  
UNIT - E34  
MEAL PERIOD - Dinner

REGULAR MEALS  
DETS  
TOTAL MEALS

# 23  
# 10  
# 33

TOTAL TRAYS SENT TO THE UNIT

# 33

LAMARK SUPERVISOR (PRINT NAME)  
LAMARK SUPERVISOR SIGNATURE

Martin E. Brown  
Martin E. Brown

LEAD OFFICER (PRINT NAME)  
LEAD OFFICER SIGNATURE

ES RINE SA B Dixon  
SA B Dixon

IT OFFICER (PRINT NAME)  
IT OFFICER SIGNATURE

Macius

COURT BAG LUNCHES

TCR NAME

SIGNATURE

TOTAL SNACK BAGS SENT

LARK DET CLERK SIGNATURE

L SNACK BAGS RECEIVED AT UNIT

OFFICER 'S SIGNATURE

Temperature Recp - Unit Level

3-20-98 Time 445 Meal period Dinner Menu Cycle #

Frst 125.5 degrees Starch Macaroni & Cheese 131.9 degrees  
de Coke/OW 75.9 degrees Beverage Milk U2

# ARAMARK CORRECTIONAL SERVICES

## MEAL TRAY VERIFICATION SHEET

Attachment No. 56-4  
(Page 10 of 10)

DATE - 4-8-98  
UNIT - E2A  
MEAL PERIOD - BREAKFAST

REGULAR MEALS  
DIETS  
TOTAL MEALS

# 26  
# 6  
# 32

TOTAL TRAYS SENT TO THE UNIT

32

ARAMARK SUPERVISOR (PRINT NAME)  
ARAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM  
D. Cunningham

LINEARY OFFICER (PRINT NAME)  
LINEARY OFFICER SIGNATURE

D. WILSON  
D. Wilson

UNIT OFFICER (PRINT NAME)  
UNIT OFFICER SIGNATURE

C. Campbell  
C. Campbell

COURT BAG LUNCHES

ICER NAME

SIGNATURE

TOTAL SNACK BAGS SENT

MARK DIET CLERK SIGNATURE

SNACK BAGS RECEIVED AT UNIT

OFFICER'S SIGNATURE

Temperature Recap - Unit Level

D24 CERAC

Time 5:58

Meal period 1

Menu Cycle 8

SAUSAGE GRAY 178.4 degrees Starch COTTAGE FRIES 136.5 degrees  
de degrees Beverage degrees  
on BISCUITS NONE degrees Other Item degrees

C/O R. R. R.