



PC-DC-011-020

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



Office of Compliance
and Accreditation

May 29, 1998

93-2052
FILED

JUN 2 2 1998

NANCY MATEW WASHINGTON, CLERK
U.S. DISTRICT COURT

Lisa J. Stevenson, 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. Stevenson:

Enclosed is the April 1998, updated monthly report which
responds to the United States District Court's Order dated
June 16, 1997, regarding the Women Prisoners of DCDC v. D. C.
law suit.

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

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Office of Policies and Procedures			INITIATIVE: <u>Women Prisoners of DCDC v. D.C.</u> Civil Action 93-2852		
LEAD PERSON: Ronald J. McClain Chief, Office of Policies & Procedures		TELEPHONE: (202) 673-7410		DATE OF UPDATE: May 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 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

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: May 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					
4.	Within 60 days, the Defendants shall write and follow a Department Order prohibiting sexual harassment involving District of Columbia Department of Corrections employees and women prisoners. The Defendants shall post and circulate the Department Order in accordance with departmental policy.	Shirley Williams	12/93	3/95	Compliant. Post Order was amended to reflect prohibition against sexual harassment/misconduct. See attachment to report dated 5/7/98.
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.				Compliant. Women inmates are able to make confidential reports of sexual misconduct via the IGP process. As of 5/14/98 there were 73 female inmates housed at CDF. 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.

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: 673-8221		DATE OF UPDATE: May 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		
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 IOP 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: 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 IOPs 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>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2032			
LEAD PERSON: Marie Randle Acting Warden.		TELEPHONE: 673-3201		DATE OF UPDATE: May 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. VERBAL RESPONSIBILITY ASSIGNMENT SHEET					
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 CO 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 CO.
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. Inmates are advised of their appeal rights and procedures in the Sexual Misconduct Training. They have a right to appeal it. If they are dissatisfied with the outcome of any investigation they are afforded the right to appeal.
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.	Shirley Williams		2/98	Compliant. Starting 2/98 employees not trained are on AMOL, AMOP, or Compensatory Leave.

DC DOC IMPLEMENTATION PLAN/TRACKING REPORT

Facility		DEPARTMENT/OFFICE: D. C. Detention		INITIATIVE: AUDIT REMEDIAL PLAN "Women Prisoners v. D.C. CA 93-2052."	
LEAD PERSON: Mario Randle Acting Warden		TELEPHONE: 673-8201		DATE OF UPDATE: May 7, 1998	
MAJOR TASK		RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		
			PLANNED	ACTUAL	
<small>1. SEXUAL MISCONDUCT AGENCIES REQUIRED</small>					
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		1994	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

DEPARTMENT/OFFICE: Training Academy		INITIATIVE: <u>Women Prisoners of DCDC v. D. C.</u> Civil Action No. 93-2052			
LEAD PERSON: J. A. Wood, MA, LPC Acting Training Administrator		TELEPHONE: (703) 643-0228		DATE OF UPDATE: May 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		
I. SEXUAL MISCONDUCT AGAINST INMATES					
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 on 8/26/97. 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.
	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	Compliance. Ongoing annual training which includes education, policies, reporting, investigating, preventing sexual harassment, sexual misconduct, 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. 93-2852			
LEAD PERSON: J. A. Wood, MA, LPC Acting Training Administrator		TELEPHONE: 703/643-0228			DATE OF UPDATE: May 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		
I. SEXUAL MISCONDUCT AGAINST INMATES					
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 was 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 contacted the Training Administrator to provide technical assistance in using NIC Women Offenders Lesson Plan, 94-S501. The Training Administrator will be working with NIC over the next two months in developing the lesson plan and training the trainers regarding this matter.

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: J. A. Wood, MA, LPC Acting Training Administrator		TELEPHONE: (703) 643-0228			DATE OF UPDATE : May 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		
I. SEXUAL HARASSMENT MISCONDUCT AGAINST INMATES					
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	<p>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 begun 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.</p> <p>Sexual Misconduct mass training D.O. 3350.2B for all employees begun March 2, 1998. A second mass training D.O. 3350.2B will begin on June 1, 1998 through June 26, 1998.</p> <p>This training also continues to be offered as a part of the ongoing 40 hour inservice training.</p>

AGENCY IMPLEMENTATION PLAN/TRACKING 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: May 11, 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		
L 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 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	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 April was held on April 30, 1998. See attachment #8B of report dated 5/11/98.

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: May 11, 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
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. Inmates can report complaints to the Sexual Misconduct Hotline which was installed in October 1997.</p> <p>As of the date of this report, there are a total of 198 female inmates in this institution.</p>
10.	The Defendants shall establish a confidential hotline, under the supervision of the Director of the DCDC, through which women prisoners can report allegations of sexual harassment.	Lonnie Moore		October 21, 1997	<p>COMPLIANCE:</p> <p>The Sexual Misconduct Hotline has been in operation 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.</p>

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: May 11, 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
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	COMPLIANCE: 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	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. 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.

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: May 11, 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
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.
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 CTF Facility Policy of their rights to appeal when they receive a decision. There have been no appeals for this reporting period.

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: May 11, 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
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> <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> <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>	Jeanette Boykins	<p>January 30, 1998</p> <p>January 30, 1998</p> <p>March 6, 1998</p>	<p>COMPLIANCE:</p> <p>The Training Manager for this facility has completed the Train-the-Trainers classes. All current staff have received training on sexual misconduct. Sexual Misconduct is included in the training plan for pre-service orientation.</p> <p>a. The training for sexual misconduct has been completed for all staff. The training addressed CCA Policy 14-100 which includes procedures for reporting, investigating and preventing sexual harassment, and the consequences for violating any policy concerning sexual harassment.</p> <p>b. All staff have been trained by certified trainers as of March 6, 1998. Sexual Misconduct training is a required course in the pre-service curriculum. Annual refresher training will begin in June 1998.</p>

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: May 11, 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
	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.	Jeanette Boykins		March 16, 1998	c. The initial forty hours Working with Female Offenders training session was conducted on March 16-20, 1998. The semi-annual special issues training are Domestic Violence which was conducted on March 23, 1998 and Rape Crisis which will be conducted on June 5, 1998. See staff attendance rosters attached to report dated May 11, 1998.
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.	Lonnie Moore		March 16, 1997	COMPLIANCE: The training for the women prisoners is generally conducted at the DC Jail. However, because there have been a number of inmates who did not receive the training, Sexual Misconduct trainings are conducted in the C and D buildings weekly. Additionally, all male inmates have been given the same training by the seven certified trainers for this building.

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: May 11, 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
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. The coverings that are used can be of fabric, cardboard, or paper. 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

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: May 11, 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	
II. Obstetrical and Gynecological Care				
18.	<p>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> <p style="margin-left: 20px;">a. The Defendants shall use no restraints on any woman in labor, during delivery, or in recovery immediately after delivery; and</p> <p style="margin-left: 20px;">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		<p>April 4, 1997</p> <p>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.</p>

AGENCY IMPLEMENTATION PLAN/TRACKING 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: May 11, 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		
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, 1997	COMPLIANCE: The female inmates who meet the requirements of diagnostic evaluation have been identified. Diagnostic studies have been completed on three female inmates of this facility during the month of April in accordance with the mandates of this order.

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: May 11, 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
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.

AGENCY IMPLEMENTATION PLAN/TRACKING 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: May 11, 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		
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.

AGENCY IMPLEMENTATION PLAN/TRACKING 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: May 11, 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		
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 returned the approved contract. Classes began on January 19, 1998. A Bachelor of Arts program in Business Management and an Associate of Arts in Paralegal are now offered to all eligible women. English Composition is offered as a pre-college elective.
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: May 11, 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

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: May 11, 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		
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.

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: May 11, 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
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	June 15, 1998		NON-COMPLIANCE: There is no accredited apprenticeship program available to the female inmates. On April 6, 1998, CCA received the review of their proposal to the DC Apprenticeship Council. The Council did not approve the apprenticeship program. A meeting has been scheduled between the Apprenticeship Council, Corporation Counsel and CCA to address the denial.

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: May 11, 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
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. There is currently no apprenticeship program offered to any inmates in this facility.
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	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.

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: May 11, 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
	criteria for participation.				
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

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: May 11, 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		
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.

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: May 11, 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
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> <p>a. cease housing women in the end cells of each tier;</p> <p>b. provide each woman prisoner with two extra blankets, two pairs of thermal underwear, and two pairs of wool socks;</p> <p>c. explore means of insulating or heating the perimeter walls of the cells; and</p> <p>d. report back to the Court.</p>	<p>Marvin Voss</p> <p>Vern Alford/ John Henderson</p> <p>Henderson</p> <p>Marvin Voss</p>	March 16, 1997	<p>NON-COMPLIANCE:</p> <p>The temperature in the cells have not fallen below 65 degrees during this period.</p> <p>a. In the event that the temperature falls below 65 degrees in the cells, the Assistant Warden for Operations will ensure that inmates are not housed in end cells.</p> <p>b. In the event that the temperature falls below 65 degrees in the cells, the Assistant Warden for Operations will provide additional clothing and blankets.</p> <p>c. As a test case, Precision Mechanical has insulated the inside of the cell walls on unit E1A. An authorization for insulating all the end cells has been submitted to Corporate Office. A response is forthcoming. See attachment #52A (dated 11/97) of report dated May 11, 1998.</p> <p>d. A report of the temperatures in each cell is being constructed and will be submitted to the court on May 26, 1998.</p>

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: May 11, 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
53.	The Defendants shall develop and implement an effective rodent prevention program.	Linda Wall		April 23, 1997	COMPLIANCE: 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.

AGENCY IMPLEMENTATION PLAN/TRACKING 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: May 11, 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		
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. See attachment #52A of report dated 5/1 1/98.
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. CTF is considering starting its own laundry service and has made a number of trial runs of the equipment. The Facility has received the washable laundry bags it ordered for transporting inmate clothing. Separate laundry carts are used to transport laundry.

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: May 11, 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
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 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 May 11, 1998.

AGENCY IMPLEMENTATION PLAN/TRACKING 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: May 11, 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		
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: 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	COMPLIANCE: 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.

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: May 11, 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
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		COMPLIANCE The DCRA inspection was conducted on May 4-8, 1998. The facility received a rating score of 94%. (See attached memorandum 59-A of report dated May 11, 1997.) The official report from DCRA has not been received.

AGENCY IMPLEMENTATION PLAN/TRACKING 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: May 11, 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	
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.

D.C. CENTRAL DETENTION FACILITY**POST ORDER****SOUTHWEST ONE HOUSING UNIT****October 16, 1997**

I. Purpose: The purpose of this order is to set forth procedures for the operation of Southwest One Housing Unit for Female Inmates on General Population, Intake, Administrative Segregation, Protective Custody, Total Separation, and Special Handling status in the D.C. Detention Facility.

II. Policy: It is the policy of the D.C. Central Detention Facility to operate housing units consistent with District Court Orders, Departmental Orders and regulations which dictate a safe, clean, secure and humane environment for inmates committed to our charge until they may be released from custody through due process of law or transferred to other facilities.

III. Applicability: To all employees involved in the management, service or operation of cell block Southeast Three.

IV. Issuances Affected or Referenced:

A. Cancellations: All previous editions of Post Orders for General Population Housing Units are canceled upon the effective date of this order.

B. References:

1. Department Order 5010.4, dated February 16, 1989,
Subject: "Post Orders".
2. American Correctional Association Standards 3-ALDF-3A-05, 3-ALDF-3A-06, 3-ALDF-3A-09, 3-ALDF-3A-10, 3-ALDF-3A-11, 3-ALDF-3A-12, 3-ALDF-3A-31, 3-ALDF-4E-34.
3. Basic Regulations for all employees 2.15, Subject: "Quarters Post".
4. DOP 5010.3, dated May 27, 1988, Subject: "Contraband".
5. DOP 4210.2B, dated December 22, 1995, Subject - "Non-Industrial Inmates Pay System".
6. Department Order 3350.2A, dated May 15, 1995,
Subject: "Sexual Misconduct Against Inmates".

7. DOP 4100.2B, dated January 3, 1996, Subject: "Environmental and Sanitation Program".

8. DOP 5121.1B, dated July 3, 1997, Subject: "Key Control".

9. DOP 5010.2A, dated July 1, 1997, Subject: "Official Inmate Counts & Inmate Movement Control".

10. Department Order 6080.2A, dated August 28, 1995, Subject: "Suicide Prevention".

11. Department Order 1281.1, dated January 18, 1996, Subject: "Reporting of Significant Incidents and Extraordinary Occurrences".

12. DOP 6010.13B, dated August 12, 1996, Subject: "Emergent/Urgent Care Notification and Response".

V. Definitions: As used in this document, the following definitions will apply:

A. Intake Inmate: Any person committed to the Detention Facility except Lorton recommits and recommits from the Correctional Treatment Facility.

B. Administrative Segregation: A form of separation from the general population administered by the classification committee when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmates.

C. Protective Custody: A form of separation from the general population for inmates requesting or requiring protection from other inmates or those placed on Protective Custody by court order. The inmate status is reviewed periodically by the classification committee. Inmate status may be that of communal recreation or, non-communal recreation.

D. Special Handling: A form of separation from the General Population assigned to those Inmates whose history represents extreme cases of one or more of the following criteria; threat to self, threat to other (staff or inmates), or escape risk.

E. Total Separation: A form of separation from the general population assigned to those Inmates, generally by court order, whose appearance in the presence of other inmates would pose a serious threat to self, or other inmates.

F. Punitive Segregation: A form of separation from the general population assigned to those inmates that have been found guilty of an institutional infraction and have received total loss of all privileges. Punitive Segregation will not exceed 14 consecutive days.

G. Sexual Misconduct: Sexual behavior which is directed towards inmates under the purview of the D.C. Department of Corrections. This inappropriate behavior may be directed at inmates by a D.C.D.C. employee, volunteer, visitor, agent or individual working on behalf of the Department. Sexual misconduct towards inmates includes acts or attempts to commit acts of sexual abuse, sexual assault, sexual obscenity, and invasion of privacy. Sexual misconduct includes conversations or correspondence which demonstrates or suggests a romantic or intimate relationship between an inmate and employee. Sexual contact between and inmate and employee is sexual misconduct even if the inmate "consents".

H. Retaliation: An act of vengeance, covert or overt action, or threat of action, taken against an inmate in response to the inmate's complaint of sexual misconduct or cooperation in the reporting or investigation of sexual misconduct, regardless of the merits or the disposition of the complaint. Examples of acts of retaliation are unnecessary discipline, intimidation, unnecessary changes in work or program assignments, unjustified transfers to other institutions or unjustified placement in involuntary protective custody, unjustified denials of privileges or services.

I. Invasion of Privacy: The act of observing, attempting to observe, or interfering in an inmate's personal affairs without a sound penological reason. Invasion of privacy includes failure of an employee of the opposite sex to announce his/her presence when entering an inmates' housing unit."

VI. PROCEDURES:

A. Intake Inmates

1. Upon completion of R&D processing, all newly committed Female Inmates shall be housed in single cells on administrative segregation status within the Intake Housing Unit until they have been medically screened, interviewed by Intake Case Management staff and assigned to the appropriate housing by the Compliance Team.

B. Admission to Administrative Segregation, Protective Custody, Total Separation and Special Handling: An inmate may be placed on Administrative Segregation by the Warden, Deputy Warden, Adjustment Board or by the Shift Supervisor when the inmate:

1. Is awaiting hearing for a violation of institution rules or regulations.

2. Is awaiting investigation of a serious violation of institution rules or regulations.

3. Is awaiting investigation or trial for a criminal act.

4. Request admission to administrative segregation for his own protection or the staff determines the admission to or continuation in the administrative segregation is necessary for the inmate's own protection.

5. Is pending transfer or is in holdover status during transfer.

6. Is pending classification.

7. Is placed in administrative segregation following a hearing from the Disciplinary Board or the Shift Supervisor.

8. Documentation: A memorandum detailing the reason for placing the inmate in administrative segregation or protective custody shall be prepared and forwarded to members of the Adjustment Board and placed in the inmate folder.

C. Conditions of Administrative Segregation, Total Separation, Special Handling and Protective Custody: Inmates housed in administrative segregation shall be afforded the same privileges given inmates in general population as is consistent with existing resources available and the security needs of the unit. Unless there are compelling reasons to the contrary, these inmates will be allowed personal property and exercise periods exceeding those provided for inmates housed in Disciplinary Detention. Visiting and correspondence privileges accorded the general population shall be accorded the general population shall be allowed to inmates in administrative segregation. No restriction shall be placed upon an inmate's contact with courts or legal counsel.

D. Exercise periods shall be available as follows:

1. Special Handling: One hour out of cell time on Monday, Wednesday, and Friday. Inmates will not have any contact with any other Inmate within the unit. Inmates may engage in recreation, shower, personal phone calls, etc.

2. Protective Custody: One hour out of cell time on Monday, Wednesday, and Friday. Inmates will not have any contact with any other Inmate within the unit. Inmates may engage in recreation, shower, personal phone calls, etc.

3. Administrative Segregation Status: With reviews after 14 days, will be permitted one (1) hour out of cell time every third day for showers, phone calls, and recreation.

4. Out of cell recreation will be conducted by Shift Two and Shift Three. Shift Two will start recreation and Shift Three will continue where Shift Two left off.

E. Placement in Adjustment Segregation: A Inmate may be placed in Adjustment Segregation by direction of the Institution Adjustment Board. Such assignment will follow a hearing in which the Inmate has been found to have committed a serious act of misconduct which warrants this sanction. Inmates found to have committed acts of misconduct should not be placed in Adjustment Segregation unless their presence in general population poses a serious threat to staff, or other inmates or to the security of the institution.

F. Intake Inmates: Inmates on intake status or who have not been medically cleared or approved for General Population status are not authorized out of cell recreation. Intake inmates will be permitted out of their cell for showers every other day.

G. General Population: Inmates on General Population that are housed on the partitioned left side will be allowed to have recreation on the right side with the other general population.

H. Housing Assignment:

1. Intake Inmates will be housed on the partitioned left side of the unit.

2. Special Status Inmates will be housed on the partitioned left side of the unit.

3. Following the initial intake process, the Adjustment/Housing Board along with the Compliance Team will determine the appropriate housing assignment based on the charge, sentence, record review, intake summary, general profile of availability.

I. Change of Housing Assignment: Inmates may be reassigned from one housing unit to another for any of the following:

1. Change of status from unsentenced to sentenced.
2. Approval for detail that requires a housing unit change.
3. Compliance team approval of an inmate or staff request.

4. Disciplinary action per D.O. 5300.1B will from time to time dictate reassignment as punitive segregation for violation of the aforementioned.

5. Change of status from General Population to Special Custody Status, i.e. Protective Custody, Special Handling.

J. Accountability for Housing Reassignments:

1. In all cases of inmate housing reassignment or change, it is the responsibility of the Compliance Team to coordinate movement with the officer in charge of the housing unit who will document it by log book entry indicating name, DCDC Number, and Housing Unit to which reassigned. No inmate will be assigned from one cell to another without the approval of the Compliance Team. All reassignments will be telephonically communicated to the Count Book Officer by the sending and receiving O.I.C.'s.

K. Cell Assignment: Inmates are not to be moved from cell to cell without approval from a supervisor and the compliance team.

1. Prior to an inmate being placed in a cell, the cell will be inspected for contraband, cleanliness, damage, mattress and mattress cover accountability, and ensure that the plumbing and lighting work.

2. This inspection will be indicated on the inmate's wing card. After an inmate has been assigned to the cell, daily inspections will be made and any new damage found will be charged to the inmate by a disciplinary report.

3. Prior to an inmate being moved from a cell, the cell will be inspected and the new inspection will be compared to the inspection on the wing card.

L. Security:

1. Housing units will be manned in accordance with the facility manning level. Under no circumstances will the unit be left with only one officer.

2. All exterior/interior doors are to be secured at all times except for authorized and directly supervised movement. During movement, the sallyport principle shall apply with no more than one door/gate opened at one time.

3. Cell doors shall remain closed at all times. During out of cell time, all doors will remain closed and be opened once every hour for inmate needs. Cell doors will not be opened in the group setting. To prevent theft, assaults, and

unauthorized cell entry, the assigned officers will ensure that a cell door is only opened for the inmate assigned to that cell.

4. Correctional Officers shall patrol all tiers regularly to provide security, cell control, discourage contraband trafficking and maintain appropriate surveillance consistent with Basic Regulations for all employees, 2.15 "Quarters Post". Patrols will be recorded in the unit log book indicating the area checked and the officer conducting the check.

(a) Security checks should be made and recorded every 30 minutes, unless emergencies or scheduled activities (sick call, canteen, feeding, and etc.) inhibit such. A security check will be made immediately prior to any of these activities and will resume immediately following such. The log book will reflect what activity is in progress that restricts the security check. Housing units with more than two officers assigned will assign one officer to the activity and the other officer(s) will continue with the 30 minute security checks.

(b) During patrols, the officers will ensure that any inmate laying on the floor is not in distress or needing assistance.

5. Tiers are to be cleared at all times, free from loitering and clothes drying on the rails.

6. Inmates will not be allowed to loiter in the sallyport area.

7. The key to the Housing Unit Control Module door will never be left in the door lock. This door will never be opened with-inmates in the sallyport or while a side gate is open.

8. Only one Officer will be in the Control Module at a time. No chairs or other furniture will be in the sallyport area. Only one chair will be allowed in the Control Module.

9. The Control Module lights must be left on at all times.

10. Restraints will always be placed on status inmates prior to opening their cell door. If an inmate refuses to cooperate, a supervisor will be summoned to the scene prior to any action being taken.

11. Restraints will always be removed from the inmate after the cell door is closed. Restraints will never be left on an inmate in the cell.

12. All incidents or situations that could lead to an incident or unsafe condition, will be immediately reported to a shift supervisor.

13. Staff will not bring any personal items into the housing unit; i.e. civilian clothing and coats, briefcases, newspapers, magazines, books, food items, medication, handbags or purses, radios, televisions, and etc.

14. Prior to any assigned officer departing the housing unit, the Command Center will be notified.

15. Reporting of Significant Incidents or Extraordinary Occurrences: Staff are to be familiar with D.O. 1281.1, Reporting of Significant Incidents and Extraordinary Occurrences. Failure to comply with this directive can result in corrective/adverse action.

a. On any reportable incident, each staff member assigned will complete Form DCDC-1 and turn it in to the Shift Supervisor within thirty (30) minutes of the incident.

b. No staff member will depart the Facility prior to submitting a completed and legible Form DCDC-1.

16. Bar and Window Inspections:

(a) Daily on Shift Two and Shift Three, each window and bar will be struck with the wooden mallet insuring the integrity of each.

(b) All bars, doors, and windows will be physically checked on each shift for damage, tampering, and integrity. The inspection is to be recorded on the Bar and Window form and turned into the Command Center. If a serious condition is found, the Zone Supervisor will be contacted immediately and logged in the maintenance book.

17. Hostage Situation:

(a) It is the policy of the D.C. Department of Corrections that any person(s) held hostage will be considered under duress and that any order issued by such persons, regardless of their position of authority, are to be addressed as informational only. "Under no circumstances" will inmates be permitted to effect egress (escape) from this facility due to a hostage situation.

M. Inmate Search Procedures:

1. All Inmates entering or exiting the housing unit will be searched for contraband. Inmates may only have a comb and handkerchief in their possession when exiting the unit. They may also have their legal papers when going to court or a legal visit. Religious materials are authorized when attending religious activities.

2. After 8:00 p.m. Monday through Saturday and all day Sunday when the visiting halls are closed, inmates returning from legal visits will be strip searched prior to entry into the housing unit.

3. All inmates will be searched (frisked) upon returning to the unit. When officers have probable cause to believe an inmate is in possession of contraband they may be strip searched. All strip searches will be conducted with a witness.

4. All inmates receiving contact visits will be strip searched for contraband.

5. During cell searches, inmates will have handcuffs applied prior to opening the cell door.

N. Equipment Control: The unit OIC will be responsible for maintaining an inventory of all cellblock equipment, Post Orders, keys, first aid kit, Ambu Bag, emergency flashlight, restraints, nail-clippers, and etc. A copy of D.O. 3350.2A must be posted on each side of the housing unit. Any discrepancy will be immediately reported to the Zone Supervisor and/or Shift Commander. **-Precise accountability for all equipment will be maintained at all times.**

1. Accountability for keys, restraints and the posted D.O. 3350.2A will be by physical inventory at each shift change with an entry in the unit log book and the relieving officer's signature on the count sheet submitted to the Command Center.

2. The First Aid Kit will be checked to make sure that the seal has not been broken. If the seal has been broken the nurses station will be notified at once for re-stocking and a new seal. This notification will be recorded in the log book, indicating the date, time, and the name of the person notified. The Zone Supervisor will be notified if the seal is broken or the first aid kit is missing. The broken seal will also be indicated on the equipment inventory sheet until it has been replaced.

3. If it is necessary to use the First Aid Kit, the employee must record in the log book the reason for breaking the seal and the items used from the kit.

O. Count Procedures:

1. Counts shall be conducted at any time designated by the Shift Supervisor. Formal counts will be conducted at the following time:

#1 Shift

12:00 a.m.
1:00 a.m.
2:00 a.m.
3:00 a.m.
4:00 a.m.

#2 Shift

8:00 a.m.

#3 Shift

4:00 p.m.
8:30 p.m.

2. All counts will be conducted with the inmates secured in their cells, except the inmates who will be moved to the Visiting Hall for Legal Visits. The Visiting Hall officer will count inmates on any subsequent recounts. The Count Supervisor will be notified of inmate movement to legal visits.

3. All officers assigned to the housing unit will participate in the formal count. It is mandatory that the OIC of the unit be present for all formal counts. Officers will make individual counts and not count in tandem.

4. Inmates are to remain quiet and in their cell until the counting officer finishes making the count.

5. Any disruption of the count process by inmates will be cause for disciplinary action. While counting, officers must allow nothing short of an emergency to distract them.

6. Numerous escapes have been affected by the skillful use of dummies. Officers must be positive they see a human body before counting an inmate as present.

7. The counting officers will remain in the unit until the count is verified as correct

8. When making night counts, flashlights should be used judiciously but enough light should be thrown on the inmate to ensure that a dummy is not being counted. Rather than counting an inmate on the basis of a part of clothing, hair, or shoes, the officer must be certain of seeing flesh.

9. Each count must be made accurately and promptly. If there is any doubt as to the correctness of the count, a re-count must be made.

10. When counting in individual room areas, each inmate must be in her cell facing the door for counts during day-light hours. At night, when the inmates are in bed, the officer must

be certain to see the inmate and not a dummy. The officer is required to see "flesh" in making accurate counts. Inmates wearing bathrobes, having handkerchiefs or bath towels around their heads or those who are completely covered while in bed, should be inspected.

11. No inmate will participate in the housing unit count.

12. Each count is telephoned into the Count Supervisor during the official count. The officer-in-charge will immediately prepare a Count Slip, forward this slip to the Count Book and remain in the count area until the count clears. The Unit O.I.C. will ensure that the Count Slip is turned in to the Count Book within twenty (20) minutes from the time the Count was called for.

P. Movement Control: All inmate movement in and out of the unit, except for supervised group movement or under officer escort, will be controlled by movement pass. The identity of all inmates exiting the unit will be verified by the Control Module Officer using the picture on the 3 x 5 wing card.

1. Each unit will maintain a running count sheet of inmate movement to reflect an accurate total count of all inmates in the unit.

2. The running count sheet will reflect Name, DCDC Number, time out, time in, and movement to and from the total count of inmates in the unit.

3. Between the hours of 8:00 p.m. and 8:00 a.m. inmate movement will be by officer escort only.

4. At least once each hour, the Count Book Officer will be contacted to verify the housing unit base count.

Q. Contraband:

1. Inmates are not permitted to have milk crates, matches, cigarette lighters, furniture, any glass or metal items/objects, or any other contraband in their cell. Cleaning materials are not allowed to be kept in the cells (mops, buckets, brooms, scouring powder, disinfectant, and etc.).

2. Bedding, clothing or any other material shall not be attached to cell bars or utilized in such a manner that would obstruct visibility into the cells or tiers, or not used for it's intended purposes; i.e., blanket on floor for rugs, towel for foot rug, etc. Inmates misuse of government issued clothing and/or bedding are subject to Disciplinary Action.

3. No items are to be attached to the walls or windows.

R. Conduct:

1. Staff are required to conduct themselves in a professional manner and adhere to the Departmental Policies regarding Sexual Harassment and Sexual Misconduct Against Inmates.

2. Sexual Misconduct:

(a) It is the policy of the D.C. Department of Corrections to prohibit acts of sexual misconduct against inmates and to fully investigate and discipline persons who violate D.O. 3350.2A. The D.C. Department of Corrections prohibits retaliation against inmates who file sexual misconduct complaints.

(b) Any employee who receives any information, from any source, concerning sexual misconduct is required to immediately report the information or incident to the Warden. A written report of such, must be submitted to the Warden prior to the end of the work shift. All information regarding sexual misconduct is confidential and will not be shared or discussed with anyone other than the Warden or investigative panel.

(c) All male employees will audibly announce themselves upon entering Southwest One and prior to entering a tier.

(d) Retaliation, reprisal, and/or breach of confidentiality is prohibited and will not be tolerated.

(e) The Metropolitan Police Department Sex Squad is to be immediately notified of all sexual misconduct complaints.

3. Inmates are expected to conduct themselves in a manner socially acceptable to communal housing by respecting each others space and keeping their person and assigned areas clean and presentable at all times. All rules and regulations are to be adhered to.

4. All inmates are to wear identification wrist bands at all times. Identification bands will reflect the inmate's name and DCDC number. Inmates without armbands are to be immediately reported to the Zone Supervisor along with a Disciplinary Report. The inmate will be prohibited from all activities (mail, canteen, visiting, and etc.) until the armband is reissued, through established procedures, on or before the next work day.

S. Sick Call:

1. Inmates will be given the opportunity to sign up for Sick Call five (5) days per week in the general population units and seven (7) days per week in the status units.
2. Inmates on general population will pick up the Sick Call request forms from the unit control module or may be obtained from the Medical Staff. The completed forms will be placed in the appropriate locked box and picked up by the medical staff. Correctional Staff will not handle the request forms that have been filled out.
3. A nurse will go cell to cell in the status units issuing and picking up the request forms from the inmates. The housing unit O.I.C. will ensure the nurse is expeditiously escorted from cell to cell.
4. A compiled Sick Call list will be issued to the Shift One Commander by the medical department. The Shift One housing unit O.I.C. will ensure all the inmates on the list are accounted for and pass the information on to Shift Two. The Zone Supervisor will be notified of any inmate not accounted for. All listed inmates will be located and this information given to the medical staff conducting Sick Call.
5. When the Medical Staff arrive to conduct Sick Call, the Correctional Staff will give full cooperation to the Medical Staff. Sick Call will not be delayed, postponed or canceled by any staff member. Any delay or problem with sick call will be reported to the Shift Commander immediately and logged in the unit logbook. It is the housing unit officers responsibility to identify, locate, and have the inmates readily available for Sick Call.
6. All inmates on the Sick Call list must either be seen by the medical staff, sign a refusal in the presence of the medical staff, or have gone on a legal visit, social visit, to court, medical trip, or parole hearing. If Sick Call is scheduled for the morning hours, inmates on the sick call list may not attend morning outside recreation unless they have been seen by medical or signed a refusal in the presence of the medical staff. If Sick Call is scheduled for the afternoon hours, inmates on the sick call list may not attend afternoon outside recreation unless they have been seen by medical or signed a medical refusal in the presence of the medical staff. If there is any doubt whether an inmate may miss sick call the Zone Supervisor will be contacted for guidance.

7. Upon completion of Sick Call, the medical staff will hand the unit O.I.C. a medical form indicating the inmates unaccounted for and any comments from the medical staff. The O.I.C. will sign this form and return it to the Doctor. The Doctor will submit this form to the Operations Commander for any appropriate action.

8. Medical Emergencies: In case of Medical Emergencies (life threatening), the Nurses Station is to be notified by the Emergency Direct Line or extension 3-8458 or 3-8459. The employee making the call will give all necessary information to the Nurse or Physician, i.e., location of the injured or ill person, type of injury or illness, and whether the person is conscious. The assigned officers are to take immediate life saving measures as required through C.P.R. Training and Suicide Prevention Training until the Medical Staff arrive and relieve them. Officers will assist the medical team until they are no longer needed. The Shift Commander will be notified of all medical emergencies as soon as possible after contacting the medical staff. All staff are to be familiar with D.O. 6080.2A "Suicide Prevention".

9. Unscheduled medical problems:

(a) When an inmate requests medical attention, the officer will call a Nurse on extension 3-8458 or 3-8459 and ask the nurse to call back on the direct-line phone.

(b) When the nurse or doctor calls back on the direct-line the officer will answer the phone and arrange for the inmate to take the call in the sallyport.

(c) The officer will connect to the sallyport phone by pressing the transfer button on the control module phone.

(d) The inmate will be instructed to lift up the receiver and talk to the medical staff. When the inmate picks up the receiver the officer will press the transfer button again.

(e) When the inmate begins speaking the officer will immediately hang up their phone.

(f) After speaking with the inmate on the telephone, the medical staff will call back and speak to the officer explaining the disposition of the case.

(g) If the inmate cannot or will not speak on the phone with the physician, the inmate will either be taken to the medical unit or the physician will respond to the housing unit.

(h) All telephone or personal contact with the medical unit will be logged in the housing unit log book.

T. Mail:

1. Incoming mail will be distributed by the number three shift daily. The officer distributing mail will require an armband identification for reception of letters and other mail.

2. All incoming privileged correspondence (Legal Mail) will be delivered by Mail Room personnel and will be opened with the inmate concerned in attendance. Privileged Correspondence will be checked for contraband only and not censored or read by the staff.

3. All privileged correspondence will be receipted for by the addressee in the "Legal Mail" Log Book by the Mail Room Officer.

4. Inmates will not handle other inmate's mail.

5. Inmates receiving magazines and newspapers by subscription, will receive these items promptly without staff or other inmates viewing them first. Newspapers 3 days old will be considered contraband and disposed of by staff during cell inspections and shakedowns.

U. Meals: Food trays will be delivered from the culinary via the food service elevator to each level. Trays will immediately be served without interruption unless an emergency exists. All assigned staff will be present during the feeding process.

1. Housing unit officers are responsible for inspecting food trays for contraband and quantity. Upon receiving the food cart, the O.I.C. will immediately count the number of trays and sign for the amount of trays received. All discrepancies will be noted on the receipt and the culinary unit notified of the discrepancy. A log book entry will be made showing quantity of food trays delivered.

2. Food carts will be placed in the dining area for distribution and tray collection. Both sallyport doors will be closed while trays are dispensed and the sallyport area will remain free of inmates.

3. Food trays will not be dispensed from the sallyport area or through an open sallyport door.

4. The issuing of food trays will be directly supervised by an officer. Any inmates involved with the feeding process will wear plastic gloves and a covering over their hair.

5. No inmate shall retain food items in their cell following meals with the exception of fresh fruit served that day only. Fruit will not be allowed to accumulate from one day to another.

6. Special diet trays/bags will be issued promptly and directly to the inmate requiring the diet. The inmate will sign their complete name for the tray. The officer or detail inmates will not sign for the inmate.

7. Any discrepancies of food trays, concerns or problems will be immediately reported to the Zone Supervisor, who will consult with the Food Service Supervisor.

8. At the completion of the meal, ALL trays will be removed from the unit and taken to the food service elevator.

V. Canteen: Inmates will place orders for canteen items on Sunday prior to 12:00 midnight. Canteen slips will be placed in an envelope in the Control Module (bubble) for collection by canteen personnel the following morning.

1. Canteen orders will be delivered by the Canteen Staff per the approved schedule.

2. All inmates will be locked down in their cells while canteen is being delivered.

3. Canteen staff will ensure that each inmate is positively identified and sign for their canteen as being delivered.

4. No canteen order will be left behind for delivery by Correctional Staff.

5. Any discrepancies on the canteen slip will be annotated on the bottom of the individual canteen slip by the issuing canteen staff in the presence of the inmate.

W. Recreation: Outside recreation will be by a published schedule (weather permitting). Cancellation of outside recreation will be made by the Deputy Warden /Programs, Deputy Warden /Operations, or the Warden.

1. Out of cell time for general population inmates will commence at 9:00 a.m., except for the one day each week specified for heavy cleaning. Inmates not participating in the heavy cleaning will be kept in their cells until the cleaning is finished.

2. Inmates will be afforded out of cell recreation until 11:00 p.m. daily, excluding the time inmates are in their cells for the official counts at 7:00 a.m., 3:00 p.m., and 8:30 p.m.

3. Officers will not arbitrarily detain inmates in the cells without the approval of a Lieutenant or above. This approval must be logged in the unit log book.

X. Social Visits:

1. Social visits will be from 12:00 p.m. until 8:00 p.m. Monday through Saturday.

2. Inmates will be afforded a total of two (2) hours of visiting per week. No single visit will be less than thirty (30) minutes.

3. Social Visits will be granted two days a week based on the inmates first initial as follows:

A thru H - Monday and Thursday

I thru P - Tuesday and Friday

Q thru Z - Wednesday and Saturday

4. Social Visits will be conducted on the same level on which the inmate is housed when open.

5. Movement to the visiting hall will be by movement pass issued by the housing unit officer after information is received from Visitors Control that an inmate has a visit.

6. Inmates will be pat searched when leaving the unit, and upon returning to the unit. Only a comb and handkerchief may be taken to and from the visiting hall. If there is a suspicion of contraband the inmate is to be strip searched in the presence of a witness.

7. Movements to and from the visiting hall will be recorded on the movement (Running) count sheet.

Y. Legal Visits: Legal visitation is authorized seven (7) days a week, twenty-four (24) hours a day, including during count times.

1. Legal Visits will be conducted on the same level on which the inmate is housed during the time that visiting halls are opened for Social Visits. At all other times, Legal Visits are conducted in the visiting hall located on the Second Level.

2. Inmates receiving Legal Visits after normal visiting hours will be escorted from and to the housing unit by the Administrative Module Two Officer.

3. Legal Visits in progress at 8:00 p.m. on the first and third level will be escorted to the second level visiting hall for completion of their visit.

4. Inmates going on legal visits may have a comb, handkerchief, pen or pencil, and legal papers in their possession. Inmates receiving legal visits during the hours that the visiting halls are closed, will be strip searched for contraband when returning to the unit.

2. Telephone Privileges: Pay telephones are installed in all housing units for use by inmates only during out of cell time.

1. All pay phones will be turned off during feeding and while the count is being conducted.

2. The Control Module (bubble) telephone will never be used for legal or personal calls by inmates. The C&P (Casemanager) office is the only authorized telephone for inmate legal calls in each unit.

3. Personal pay telephone use shall be unlimited for all inmates on General Population status.

4. Telephone calls to attorneys will be conducted by the Case Managers upon receipt of a request form as soon as reasonably possible. After verification of the identity of the attorney, such communication shall be private.

5. Emergency legal and long distance calls shall be scheduled through the Office of the Case Manager or Chaplain, by submission of a request form.

AA. Linen and Clothing Exchange: Inmates are required to change their Linen and Clothing. Each Inmate is required to turn in two (2) sheets and one (1) towel for linen exchange on each linen exchange day. The practice of inmates using linen or jumpsuits for more than one week is forbidden. Inmates refusing to turn in linen or jumpsuits will be issued a disciplinary report. Inmates possessing more than the allotted amount of linen or clothing are subject to disciplinary action.

1. The O.I.C. in charge of the unit will ensure that the assigned staff with the detail inmates go from cell to cell to collect the linens and jumpsuits, keeping an accurate accountability of these items.

2. The officers, upon receiving the laundered items, will ensure each inmate is given the exact number of items they turned in.

3. Scheduled Clothing Change is as follows:

MONDAY - JUMPSUITS & LINEN - NO-1, NE-1, NW-1, SO-1, SE-1, SW-1.

TUESDAY - JUMPSUITS & LINEN - NO-2, NE-2, NW-2, SO-2, SE-2, SW-2.

WEDNESDAY - JUMPSUITS & LINEN - NO-3, NE-3, NW-3, SO-3, SE-3, SW-3.

THURSDAY - Female Units exchange Jumpsuits.

FRIDAY - Work shoes for Detail Culinary, work related jumpsuits for Off-Unit & Outside Environmental.

U. Files and Records:

1. Unit Log Book: The unit log book is a written record of events occurring on the unit and listed chronologically on a daily basis to reflect, but not limited to, the following:

a. Date, Day, Shift Number and names of officers assigned to the unit for that shift.

b. Equipment inventory and inmate count. The log book should reflect any inmate assignment to, or reassignment from the housing unit.

c. Departure from the unit of any assigned officer for lunch, etc., showing time out and in.

d. All security checks, to include window and bar and census checks. The log will indicate the name of the officer making the checks and the areas checked.

e. Time of all official counts, name of officers making the count, the unit count and the time the count cleared.

f. Time and name of all staff members entering the unit, i.e. supervisors, medical personnel. Officers not assigned to the unit, who enter will be logged in, to include nature of business. General visitation on units, to include sallyport area is prohibited.

g. All incidents, emergencies, medical emergencies, special occurrences, and etc. are to be recorded and reported to the Zone Supervisor.

h. All log book entries are to be written legibly and accurately. The log book is an official document and should be treated as such.

2. Movement Sheet: A movement sheet will be maintained in each unit to reflect all inmate movement from and into the unit. The sheet will reflect Name, DCDC Number, destination and the time. Up to the minute maintenance of the movement sheet is mandatory.

3. Card File: In order to identify and process movement of inmates in the facility, it is essential to know the location of an inmate at any given time. Each housing unit will maintain a 3 x 5 card file system on all inmates housed in the unit. Data on the 3 x 5 card will include the inmates name, DCDC number 3 x 5 card will be turned over to the escort officer. An inmate will never have the 3 x 5 wing card in their possession.

4. Maintenance Logbook: A Maintenance Logbook will be kept to record all maintenance deficiencies to include plumbing, electrical, locks, lighting, leaks, cracks, and etc.

a. On a daily basis, each shift will record all maintenance deficiencies in the Maintenance Logbook.

b. The logbook will be kept in the bubble and not in the sallyport. The Maintenance Staff will enter the unit to check the Logbook and sign off after correcting the deficiency. The maintenance log book will not be given to an inmate.

V. Barber/Beauty Service:

1. Barber and Beauty Service will be restricted to the area designated for this purpose. Not more than one (01) inmate will be allowed to use this service at any one time. Any breakage of Barber/Beauty equipment will be immediately reported to the Command Center and the environmental supervisor. Only Inmates approved for this detail are allowed to perform this service.

W. Nail Clippers: The inmate population will be afforded the opportunity to groom their nails. The following procedures will be strictly adhered to, and all security precautions are to be taken while administering this process.

1. The nail clippers and equipment are a part of the unit's inventory. In the event that the nail clippers and/or equipment are not accounted for, the supervisor on duty will be immediately notified.

2. Each user will clean and sanitize the nail clippers with an alcohol swab prior to it being issued to the next person.

3. On Shift Two, every Saturday and Sunday morning the Nail Clipper Sign-up List will be circulated around the unit allowing the inmates to sign up for this service. The housing unit staff will then allow one inmate at a time in the sallyport to groom their nails. Each inmate will be limited to no more than five minutes to groom their nails. As each inmate finishes, the officer will insure that the inmate sanitizes the clippers with an alcohol swab and the equipment is accounted for before allowing the inmate to exit the sallyport and the next inmate to enter the sallyport.

4. Alcohol Swaps are to be picked from the Infirmary medical staff when needed.

X. Unit Operation Procedures: At the conclusion of Roll Call, all housing unit officers will proceed directly to their housing unit assignment, unless instructed to report to shakedown. Upon entering the Number One (1) Gate, all rooms within the sallyport area should be checked. It is the responsibility of the officers being relieved to pass on pertinent information to all officer assigned, and have the post secured, sanitation in order and ready for inventory of keys, equipment and the counts of inmates. The relieving officers will check the unit and equipment, all discrepancies will be reported to the Shift Supervisor and resolved prior to relieving the off-going shift.

1. Number One Shift (11:30 p.m. - 8:00 a.m.):

11:45 p.m. - Inventory keys and unit equipment. Report any discrepancies to shift supervisor. If discrepancies exist, both the off-going and on-coming zone supervisors will respond to the unit for resolution. The Post Orders will be read and each officer will certify such by signing the post order compliance sheet indicating that procedures are understood and will be followed. Conduct an official count of the unit and call it into the Count Supervisor. Sign the count sheet and turn it over to the Count Supervisor. Conduct Bar and Window check, sanitation inspection, and unit census.

12:00 a.m. - Process court sheet to ascertain number of inmates scheduled for court. Conduct security check.

12:30 a.m. - Conduct security check.

1:00 a.m. - Conduct Official Count.

1:30 a.m. - Conduct security check.

2:00 a.m. - Conduct Official Count.

2:30 a.m. - Sanitation Inspection of housing unit for cleanliness. Conduct security check.

3:00 a.m. - Conduct Official Count.

3:30 a.m. - Conduct security check.

3:45 a.m. - Inmates scheduled for court appearance are awakened, property inventoried, and prepared for court.

4:00 a.m. - Official count conducted.

4:01 a.m. - Inmate feeding. Upon completion of feeding, all inmates are returned to their cell except detail workers.

4:30 a.m. - Conduct security check.

5:00 a.m. - Convoy officer will pick up inmates for court, notify Command Center and Floor Control Officer of number of inmates departing unit. Module Officer will give 3 x 5 wing cards to the Convoy Officer.

5:30 a.m. - Conduct security check.

6:00 a.m. - Conduct security check.

6:30 a.m. - Conduct security check.

7:00 a.m. - All inmates to include detail inmates are secured in their cells. An overall inspection and security check of the unit is conducted.

7:30 a.m. - Conduct security check.

2. Number Two Shift (7:30 a.m. - 4:00 p.m.)

7:45 a.m. - Inventory Keys and Unit Equipment. Report any discrepancies to shift supervisor. If discrepancies exist, both the off-going and on-coming zone supervisors will respond to the unit for resolution. Conduct an official count of the unit and call it into the Count Supervisor. Sign the count sheet and turn it over to the Count Supervisor. The Post Orders will be read and each officer will certify such by signing the post order compliance sheet indicating that procedures are understood and will be followed.

8:15 a.m. - Conduct Bar and Window inspection and forward to Command Center.

9:00 a.m. - Commence out of cell recreation and Sick Call for inmates that are on the sick call list. Conduct security check.

9:30 a.m. - Sanitation inspection of housing unit for cleanliness. Conduct security check.

10:00 a.m. - Conduct security check.

10:30 a.m. - Conduct security check.

11:00 a.m. - Food carts on unit, commence feeding of the unit. Immediately after feeding, cleaning of the feeding area.

11:30 a.m. - Conduct security check.

12:00 p.m. - Security Check of unit.

1:00 p.m. - Security Check of unit.

1:30 p.m. - Security Check of unit.

2:00 p.m. - Security Check of unit.

2:30 p.m. - Security Check of unit.

3:00 p.m. - Conduct security check of unit. Make sure unit is clean and all equipment accounted for.

3:30 p.m. - Conduct security check of unit and prepare unit for shift change.

3. Number Three Shift (3:30 p.m. - 12:00 p.m.)

3:45 p.m. - Inventory Keys and Unit Equipment. Report any discrepancies to shift supervisor. If discrepancies exist, both the off-going and on-coming zone supervisors will respond to the unit for resolution. Conduct an official count of the unit and call it into the Count Supervisor. Sign the count sheet and turn it over to the Count Supervisor. The Post Orders will be read and each officer will certify such by signing the post order compliance sheet indicating that procedures are understood and will be followed.

4:00 p.m. - Conduct official census of unit and forward to Command Center, conduct window and bar security inspection. After count is cleared, inmates are let out for recreation.

4:30 p.m. - Sanitation inspection and conduct security check of unit.

5:00 p.m. - Unit feeding as food cart arrives.

5:30 p.m. - Conduct security check of unit.

6:00 p.m. - Security check of unit. Inmates scheduled for daily medication are assembled and prepared for pick up by Infirmary Patrol/Sick Call officer.

6:30 p.m. - Conduct security check of unit.

7:00 p.m. - Conduct security check of unit.

7:30 p.m. - Conduct security check of unit.

8:00 p.m. - Conduct security check of unit.

8:15 p.m. - Unit prepared for official count. .

8:30 p.m. - Official count conducted and called into the Count Supervisor. Count slip prepared and forwarded to the Count Supervisor.

9:00 p.m. - After count clears, inmates are let out of cells for inside recreation. Conduct security check of unit.

9:30 p.m. - Conduct security check of the unit.

10:00 p.m. - Security check of unit.

10:30 p.m. - Security check of unit.

11:00 p.m. - Inmates returned to their cells. Unit cleaned, all equipment accounted for and unit prepared for oncoming shift.

11:30 p.m. - Conduct security check of unit.

Y. Sanitation: It is the policy of the Central Detention Facility to provide a safe and healthful environment for all employees and inmates; and to provide a system of progressive inspections to reduce safety and environmental hazards and to insure that a high level of sanitation is maintained. D.O.P. 4100.2B will be adhered to and enforced by all staff assigned.

1. The O.I.C. on each shift will conduct daily inspections of their housing units and insure compliance with sanitation and environmental guidelines. The O.I.C. Daily Inspection Report will be completed and submitted to the appropriate Zone Lieutenant.

2. During the cell inspection, any damage, writing or drawings on the walls will be noted and cause for disciplinary action against the inmate.

3. It is mandatory for each Cell Block O.I.C. to maintain a copy of the Central Detention Facility's Housekeeping Manual and to become thoroughly familiar with the cleaning procedures set forth in it.

4. The O.I.C. will be responsible for instructing detail inmates in appropriate cleaning procedures and certifying that tasks are accomplished as stipulated in the Housekeeping Manual.

5. Individual Cell/Room Inspection Forms will be issued to inmates failing to comply with the standards set in D.O.P. 4100.2B. Disciplinary Reports will be submitted against repeat offenders.

6. Every Thursday, on Shift Two, will be designated as the day for maximum cleaning. All chase closets will be thoroughly cleaned, getting rid of all standing water, dust, debris, and etc.

7. Inmates will not be allowed to keep an excessive amount of newspapers in their cells. This creates a fire hazard and breeding ground for insects.

2. Inmate Property: Inmate property will never be handled by other inmates and will be maintained in a secure area.

1. If an inmate is scheduled for court, the inmate and a Shift One Officer will inventory and lock up the property. If the inmate fails to return from court, Shift #3 Officers will inventory the property and turn it into the R&D Property Office. If the Property Office is not open, the property will be turned over to the R&D O.I.C. to be secured.

2. If an inmate is admitted to D.C. General Hospital, the appropriate Shift will immediately inventory the property and turn it into R&D Property Office. The Shift Three O.I.C. will ensure that this was accomplished.

3. Anytime an inmate's property is moved without the inmate present, it will be inventoried on the proper form and signed by the Officer doing the inventory. A copy of the Inventory Form will be forwarded to the Major's Office.

AA. On-Unit Detail Inmates: On unit detail will be assigned in accordance with DOP 4210.2b.

1. An inmate will be assigned to the on unit detail after completion of the classification Form, and a favorable recommendation by the Case Manager and the Unit OICs for each shift. All four persons must agree before the person is placed on detail.

2. Removal from detail will only be accomplished through the Classification Process. An Inmate Personnel Action Form will be filled out and sent to the Housing Board. In cases of disciplinary actions, a copy of the D.R. will be attached to the Inmate Personnel Action Form.

BB. Fire and Fire Evacuation: After a supervisor assesses the situation and determines that a unit must be evacuated, the following procedures are to be followed:

1. Command Center will be notified, who will then dispatch officers to assist in the evacuation and open doors to the evacuation routes.

2. The main gate and side gate will be opened and a officer stationed at the main gate to count the inmates as they leave.

3. Open the cells a tier at a time, if possible, evacuating the inmate out of the block, down the recreation yard stairwell to the recreation yard, where the officer stationed at the yard door will count the inmate as they enter the yard. This count will be compared to the count as they left the unit to ensure all inmates are accounted for on the yard. If it is possible the female inmates will be evacuated to the female recreation yard.

4. After all inmates are out, the last officer in the unit will check the unit, if possible, to make sure no one is left in any area of the unit. When the officer leaves the unit, the last thing he/she will do is remove the keys, wing cards and log book from the unit and turn them into the Command Center. The Control Module door is to be left open for the Fire Department.

5. In case electricity is out, manual controls will be used. The control module door key will be used to open the utility doors in the sallyport that houses the controls. Set the controls to manual from electric and open the cell doors. If all doors do not open at this time, the officer must take the manual release key to each cell and insert it in the slot above each door and manually release the door. Proceed with the evacuation.

CC. SMOKING: At this time, smoking is allowed in the housing unit. Smoking is prohibited in the control bubble.

DD. Franklin vs. District of Columbia:

1. Non-English speaking inmates are allowed the same privileges as any other inmate. They will not be discriminated against and if necessary bi-lingual interpreters will be utilized for communication purposes, to include, all housing hearings, Adjustment Board hearings, Case Management concerns, medical and etc.

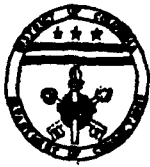
VI. Responsibility:

A. The Major for Operations shall be responsible for the implementation of this procedure.

B. Shift Commanders, Zone Supervisors and assigned cellblock officers shall be responsible for ensuring compliance with this procedure.

VII. Effective Date: This Post Order is effective upon receipt.


Larry Corbett
Acting Deputy Warden for Operations



Office of the Administrator

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

May 12, 1998

MEMORANDUM

TO : Shirley Williams
Acting Deputy Warden for Programs

FROM : *Carl L. White 5-12-98*
Carl L. White
Chief Case Management Unit Two
Chairperson, IGAC

SUBJECT: Minutes of the Inmate Advisory Grievance Committee
(IGAC) on April 28, 1998 at 1:30 p.m. on the second
floor (Case Management)

RE : Minutes from Meeting on April 28, 1998

Present: Ms. Violet Hicks, Warden's Office, Ms Gloria Thaxton,
Compliance Monitor, Tony Savage, Legal Instrument Examiner,
Record Office and Lastarza Hunt, Inmate Finance Office.

Absent: Deputy Warden for Support Services, Ms Joyce Jones,
A/Deputy Warden for Programs, Ms. Shirley Williams, and Deputy
Warden for Operations, Mr. Steve Smith.

Inmate Population Present SW3-13 Male Representative, Allen
Graves, 171-938 SW1-70 Female Representative, Yvonne Joyner, DCDC
270-244 and Gilfredo Lopez, DCDC 268-588, Southwest Three, Cell
06. The meeting was called to order by Chief, Case Management,
Mr. Carl L. White who presented the Correctional Staff to the
IGAC. The below noted minutes are as follows:

Allegation - Allen Graves, DCDC 171938 indicated in the meeting
that it takes two or three weeks before inmates are aware of how
much money is credited to their accounts.

Response - Mr. Hunt, Inmate Finance responded by saying that the
process begins in the mail room. Once Inmate Finance receives the
list of money orders, our office is required to post all money
orders within twenty four hours, Inmate Finance is not suffering
from a lack of staff coverage. Mr. Hunt further advised the IGAC
that the mailroom receives the mail from the U.S. Post Office,
writes up the money orders and then send the orders to the mail
room. Afterwards, Inmate Finance sends a copy back to the mail
room.

Allegation: Inmate Graves advised Mr. Hunt that inmates are being credited for canteen items that are not in stock, why have items on the list if the merchandise is not available.

Response: Mr. Hunt responded by saying that it appears to be a inventory problem in terms of available goods. My office has nothing to do with the canteen inventory, you will have to address this issue with the employees in charge of canteen throughout the Agency. I have no problem coming to the unit to address a inmate's financial concerns.

Statement: Inmate Gilfredo Lopez, DCDC 268588 stated that none of the Hispanic inmates he talked to are experiencing financial concerns.

Response: Mr. Hunt advised the Hispanic representative that Hispanic inmates never come back to pick up their money after being release from incarceration. It is there right to come back and acquire their money. The money is safe for ten years.

Allegations: Inmate Yvonne Joyner, DCDC 270244 stated that some of the female inmates are not experiencing assistance inquiring about their accounts.

Response: Mr. Hunt advised the female representative to have staff call inmate fiancé before 1:00 p.m. and after 3:30 p.m.

Allegations: Inmate Graves, DCDC 171-938 asked the Legal Instrument Examiner, Mr. Tony Savage about street time regarding D.C. Parole Violators.

Response: Mr. Savage advised the male representative that all street time has been taken back due to Mathew Noble vs. United States Parole Commission. This decision will have a significant impact on the Department's population management process as fewer inmates will be released at currently projected Mandatory Release dates (MR) and parole violators could serve longer sentences. Each institutional record office will have to identify all inmates affected by the Noble Decision using their institutional tickles files and print out which will be supplied by the Data Management. All inmates with mandatory release dates within the next thirty (30) days should have their sentences recomputed immediately.

Statement: Mr. White informed Mr. Savage that many inmates in the intake units are complaining about their computation.

Response: Mr. Savage advised the meeting that someone from the Record Office can be requested to give a overview and meet on the second floor. Mr. Savage further advised the meeting that jail credit time comes under D.C. Code 2430.

Statement: Inmate Graves, 171-938 requested the uniform staff be present at the next IGAC meeting. also, that narcotics anonymous and alcohol anonymous meetings were stopped at the D.C. Jail.

Allegations: Inmate Graves, 171-938 informed the meeting that the inmate population was being denied due process beyond the Warden's level at the D.C. Jail. The D.C. Jail is not providing the yellow forms to address grievances to the Executive Director or Director's office.

Response - Compliance Monitor, Gloria Thaxton indicated that the yellow forms are available Department Wide. In addition, all staff have to do is contact Industries at the Lorton reservation. *Cheryl* ~~Sherry~~ Allen is the contact person to notify in terms of ordering the yellow forms.

Statement - Inmate Lopez, 268-588 is requesting to meet with all Hispanic representatives in the Law Library on May 14, 1998 at 1:30 p.m.

Allegation - Inmate Joyner DCDC 270-244 reported that the female inmates are receiving dirty straightening combs in terms of their hair.

Response - Ms. Hicks took notes and will contact Support Services.

Allegation - Inmate Joyner stated that the female intakes have a television that is not being used. Can the intake television be switched with the inoperative television in the general population.

Response - Ms. Hicks took notes and will report this matter to the Warden.

Allegation - Inmate Joyner stated that female inmates are receiving one jumpsuit and inmates have to wear the same clothes from seven to eight days, there is only one washer and dryer in the unit.

Response - Ms. Hicks responded by saying she received IGP's in reference to the female concerns that R and D is not giving up tee shirts to the female population. Also, many females are complaining that it is too cold on the intake side. Support Services will be notified.

Allegation - Inmate Graves informed the meeting that male inmates are being discriminated against due to female inmates receiving robes and male inmates are not receiving robes.

Response - Ms. Hicks took notes and will contact the Deputy Warden for Support Services.

Allegation - Inmate Graves complained about the double ceiling in Southwest three and that this issue was addressed to the Acting Warden, Mr. Randle. Inmate Graves further advised the meeting that Mr. Randle quoted the Department Order that allows administration to implement this process for thirty days.

Response - Ms. Hicks took notes and will advise the Warden's office that Inmate Graves will address this issue by any means necessary.

Allegation - Inmate Graves stated that the telephones are inoperative in Southeast Two and the first floor visiting hall.

Response - Ms. Hicks will notify Deputy Warden, Ms. Joyce Jones of Support Services. The meeting was adjourned at approximately 2:40 p.m. May 26, 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.

cc: Violet Hicks, Warden's Office
Gloria Thaxton, Compliance
Edward Gardner, Law Library
Inmate Grievance Advisory Committee




Correctional Treatment Facility

Lannie Moore
Warden

MEMORANDUM

To: **ALL INMATES**

From: 
Lannie Moore
Warden

Subj: **April Meeting - Inmate Grievance Committee**

Date: **April 27, 1998**

The April meeting of the CTF Inmate Grievance Committee will be held on Thursday, April 30, 1998 at 1:00 p.m. Since the Committee has been dormant for a period of time, the main purpose of this meeting will be to address problems of general concern to the inmate population.

If you should have an item that you want added to the agenda of this meeting, please forward them to the member of the committee that represents your building/program or you can send them directly to Ms. Toni Perry, Grievance Coordinator. Minutes of the meeting will be posted in each unit during the week of May 4, 1998.

COMMITTEE MEMBERS

C-Building

Mario Archibald DCDC 223-407

D-Building

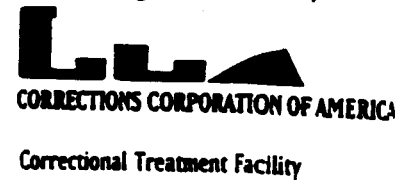
Michael Hill DCDC 178-056
Carlos Ramos DCDC 211-587
Henrietta Meeks DCDC 195-271
Ronald Lee DCDC 270-085

E-Building

Gwendolyn Levi DCDC 272-729
Robert Walker DCDC 132-606

Medical

Clinton Eldridge DCDC 199-305



CCA/CTF Inmate Grievance Committee Meeting
Minutes
April 30, 1998

Attendance

Staff

Warden Lonnie Moore
Assistant Warden Henderson
Toni Perry, IGP Coordinator
Sherrie Hill, Admin. Asst.
Marvin Voss, Maintenance Supr.
Charles Howard, Chief of Security
Wilette Griffin, Health Services
Mance Langham, Principal
Mr. White, ARAMARK

Inmates

William Alexander, DCDC 134-224
Michael Hill, DCDC 178-056
Henrietta Meeks, DCDC 195-271
Gwendolyn Levi, DCDC 272-729
Clinton Eldridge, DCDC 199-305
Ronald Lee, DCDC 227-085
Robert Walker, DCDC 132-606

Mail

- a) Mail is being delivered late at night, sometimes at 2:00 or 3:00 a.m.
- b) Money orders are not being posted in a timely fashion.

RESPONSE: Chief Howard continues to monitor the mail delivery system and will determine what procedures may need to be changed to ensure timely

delivery. Also, there is a vacant position in the mail room. Position has been posted.

II. Visitation

- a) Visitation is delayed if a change is made to an inmate's visitor list.
- b) Inmates are not notified when a visitor arrives, resulting in delayed and/or canceled visits.
- c) Visitors are waiting 1 1/2 to 2 hours before the inmate is brought down for the visit.
- d) Officers have a negative attitude toward visitors - numerous complaints have been made.
- e) The dress code for visitors is not clear and officers impose it arbitrarily (for example: some officers are prohibiting visitors who come wearing t-shirts).
- f) Visitor identification is left in the open for anyone to see during the time they are in the visiting room.
- g) The issue of out-of-state and special visits needs to be resolved and the policy made clear to the inmate population.

RESPONSE: Visitation procedures are being reviewed and the procedures will be changed based upon this review. Further information will be forthcoming to the inmate population.

III. Medical Issues

- a) Nurses are not responding to sick call.
- b) Medicines are not being brought to inmates on schedule.
- c) Staff and supplies have been cut to save CCA money.
- d) Medical units are not sanitary.

e) It appears that the process for being seen by a doctor on the weekends is different than during the week. The is the question of whether there is a doctor on duty on the weekends.

f) Need clarification of who is eligible for the Medical/Geriatric Parole Act.

RESPONSE: Inmates are not being denied medical needs to save money. All supplies and medications necessary for the delivery of medical services are ordered by medical staff. No purchase orders of this nature are denied.

Sanitation issues on the unit are being addressed.

The delivery of medical services; i.e. sick call procedures, delivery of medications and doctor availability, is being closely monitored by Executive staff of the CTF and the DOC Contract Monitor. Improvements have been made and further procedural changes will ensure that many of the past problems will be rectified.

AW Programs needs to ensure that casemanagement staff address the issue of providing information to inmates about the Medical/Geriatric Parole Act. Copies of the policy/procedures should be made available to those inmates that request one.

IV. Law Library

a) Law library hours are not sufficient, inmates should be allowed more access to the law library.

b) Because of the current schedule, inmates must choose between going to the law library or eating.

c) Handicapped inmates are denied access to the law library.

RESPONSE: Handicapped inmates are not denied access to the law library.

A review will be made to determine whether the hours of the law library can be expanded.

The restriction on the number of inmates that can go to the library at any one time has been lifted to increase access.

V. Parole and Classification

- a) Parole certificates are not issued in a timely fashion according to the date stamped on the certificate.
- b) Inmates want original document (Notice of Action).
- c) Women want to be a part of the Aftercare Program in the DC Lifeline Program.

RESPONSE: Certificates are issued by the Parole Board and go to DOC Case/Unit Management prior to being given to staff at CTF. The time lag is between the Parole Board processing the notice of action and the time that it remains in Case/Unit Management prior to being given to CTF staff. The AW for Programs will speak to Case/Unit Management to determine what the delay is in their office (since they are physically located within the CTF, it should be possible to decrease the amount of time it takes the documents to be given to CTF staff).

The AW Programs will also check with the Parole Board to see if inmates can get the original Notice of Action.

The Aftercare Program will not be co-ed. It will have to be determined if a separate program for women can be arranged.

VI. Food

- a) Food does not arrive on time and is undercooked.
- b) The trays are wet and dirty.

RESPONSE: A new procedure has been put into place to decrease the amount of time it takes for food to be transported to the unit. Also, tray liners have been ordered to maintain food temperatures.

Additional trays have been ordered by ARAMARK so that there are enough trays to allow those that have been washed to dry completely before being used again.

VII. Shakedown Procedures

- a) More than two officers are going into cells during shakedowns. This causes a problem when property is lost because there is no accountability of staff.
- b) Legal material is being taken during shakedowns and not returned to inmates.

RESPONSE: Shift supervisors and officers are being trained on proper search and shakedown procedures.

The issue of taking legal documents will be reviewed. More information will be provided a subsequent meetings.

All property confiscated should be logged on the proper confiscation form and placed in the contraband locker. Chief Howard will ensure that this procedure is followed.

CCA will continue to individually address all complaints of lost property.

Executive staff is now present at most scheduled shakedowns to monitor and ensure that proper procedures are followed.

VII. Sanitation Issues

- a) Vents in cells are dirty and have a foul odor. Cells need to be exterminated for bugs.

RESPONSE: A proposal has been done to flush the drains and sewer system of the CTF. This should resolve the issue of the odor coming from the drains and the bugs which are living in the residue in the drains. Also, regular extermination is occurring and during the next visit, the Safety/Sanitation Manager will ensure that these problem areas are addressed.

VIII. Telephone

- a) Family members are still being billed long distance charges for local calls.

b) Blocks are being placed on phones without the family member's knowledge.

RESPONSE: Any billing disputes are resolved by a copy of the bill being forwarded to either the Warden or the Inmate Grievance Coordinator. Invisions will then be contacted, after the bill is provided, to resolve any billing disputes.

Any blocks that are on phones are either the result of the bill not being paid or a family member (usually a child) hitting the button on the phone which automatically places the block. Any requests for blocks to be removed (which are not the result of unpaid bills) are forwarded to Invisions for resolution through the Inmate Grievance Coordinator.

Conclusion

Since this was the last meeting attended by Warden Lonnie Moore prior to his transfer, it was generally decided that these issues would be brought to the attention of the new Warden at the next meeting.

Lonnie Moore
Inmate Grievance
Coordinator

**CORRECTIONS CORPORATION OF AMERICA
CORRECTIONAL TREATMENT FACILITY
MONTHLY CLEANING SUPPLIES ISSUE
SCHEDULE FOR (MAY 1998)**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	4	5	6	7	8	
<u>WEEK ONE</u>	ALL MEDICAL UNITS	"E" BUILDING ONLY	"D" BUILDING ONLY	"C" BUILDING ONLY	ALL OFFICE AREAS	
<u>WEEK TWO</u>		<u>NO ISSUE FOR WEEK TWO</u>				
	17	18	19	20	21	
<u>WEEK FOUR</u>	ALL MEDICAL UNITS	"E" BUILDING ONLY	"D" BUILDING ONLY	"C" BUILDING ONLY	ALL OFFICE AREAS	
<u>WEEK FOUR</u>		<u>NO ISSUE FOR WEEK FOUR</u>				

note: NEXT SCHEDULED PICK-UP WILL BE MAY 4, 1998 thru MAY 7, 1998 as Week One

PLEASE BE ADVISED THAT YOU MUST PICK UP YOUR SUPPLIES ON THE DAYS INDICATED ON THIS CALENDAR. FAILURE TO DO SO WILL RESULT IN DISTRIBUTION AT THE CONVENIENCE OF SUPPLY MANAGEMENT. IT IS THE RESPONSIBILITY OF ALL DEPARTMENT HEADS TO ENSURE THAT A STAFF PERSON IS DESIGNATED TO PICK UP SUPPLIES. ISSUANCE OF ALL SUPPLIES WILL BE CONDUCTED DURING WEEK TWO AND WEEK FOUR. THE ISSUES OF SUPPLIES FOR WEEK FOUR WILL CONSIST OF TOILET PAPER, CHEMICALS, (TAMPONS and SANITARY NAPKINS IF NEEDED). PICK UP TIME FOR SUPPLIES IS AS FOLLOWS 8:00 A.M. UNTIL 12:00 P.M. FOR ALL AREAS INDICATED. ANY QUESTIONS OR CHANGES TO THIS SCHEDULE MUST PLEASE CONTACT MRS. WALSTON, BUSINESS MANAGER, AT X-3016

(Monday)

[illegible]

(Tuesday) 3/17/98

Staff Offender Relationships

L U N C H

Program Planning Paradigm

Jacqueline Gill Harvey

Albersynia Quarles

8:00 am 12:00 p

12:00 noon	1:00 pm
------------	---------

1:00 pm 5:00 pm

WORKING WITH FEMALE OFFENDERS SEMINAR (March 16-20, 1998) 40 hours

1. Darby, Barbara

578848743

2/0

2. Fennell, Lloyd

429 7476 18

Concilio

3. Frazier, Lawton

57750 0966

4. Jones, Arnell

240-66-2814

Case Manager

5. Morton, Eula

377-90-8155

c/c

6. Quarles, Albersynia

228-66-7313

Unit Manager

7. Sanderson, Anrelia

223-72-3920

Rosemary

8. Sinclair, Dennis

577-66-1432

Case Monarch

9. Timmons, Wilma

578-78-3131

Correctional Guide

10. Wesley, Tynni

154-64-8138

90

CORRECTIONS CORPORATION OF AMERICA
DC CORRECTIONAL TREATMENT FACILITY

DATE	TOPIC	PRESENTER	TIME	
			START	END
3/18/98	Legal Issues	Toni Perry	8:00 am	12:00
	<u>L</u> <u>U</u> <u>N</u> <u>C</u> <u>H</u>		12:00 noon	1:00
	Offender Panel	Ms. Brown, D.C. General Ms. Hales, Hannah House Ms. Johnson, DC Lifeline	1:00 pm	5:00 pm

[illegible]

1. Darby, Barbara	<i>Barbara Darby</i>	578 848 743	c/o
2. Pennell, Lloyd	<i>Lloyd Pennell</i>	429 747 16	
3. Frazier, Lawton	<i>L. Frazier</i>	577 50 0966	
4. Jones, Arnell	<i>Arnell Jones</i>	240-66-2814	Case mgr.
5. Morton, Eula	<i>E. Morton</i>	577-90 8155-	
6. Quarles, Albersynia	<i>Albersynia Quarles</i>	228-66-7313	Unit Manager
7. Sanderson, Aurelia	<i>A. Sanderson</i>	223-72-3920	Case mgr.
8. Sinclair, Dennis	<i>Dennis Sinclair</i>	577-66-1632	Case Manager
9. Timmons, Wilma	<i>Wilma Timmons</i>	578 78 3130	c/o
10. Wesley, Tynel	<i>Tynel Wesley</i>	154-64-8158	c/o

WORKING WITH FEMALE OFFENDERS SEMINAR (March 16-20, 1998)		40 hours
1. Darby, Barbara	Barbara Darby 578 848 743	90
2. Fennell, Lloyd	Lloyd Fennell 429 7474 66	Case Mgr.
3. Frazier, Lawton	L. Frazier 577-50-0966	
4. Jones, Arnell	Arnell Jones 240-66-2814	Case Mgr.
5. Morton, Eula	E. Morton	
6. Quarles, Albersynia	Albersynia Quarles 228-66-7313	Unit Manager
7. Sanderson, Aurelia	A. Sanderson 223-72-3920	Case Mgr.
8. Sinclair, Dennis	Dennis Sinclair 577-66-1632	Case Manager
9. Timmons, Wilma	Wilma Timmons 578-78-3130	Correctional Officer
10. Wesley, Tyne	Tyne Wesley 154-64-8158	90

Training Activity Enrollment/Attendance Roster

SPECIAL ISSUES TRAINING		CORRECTIONS CORPORATION OF AMERICA JC CORRECTIONAL TREATMENT FACILITY			
DATE	TOPIC	INSTRUCTORS		TIME	
				FROM	TO
(Monday) 3/23/98	Domestic Violence	Kinsya Sokoya, Executive Director of Family Crisis Center, Prince George's County		10:00 am	12 noon
				1:00 pm	3:00 pm

NAME	SSN	TIME
WOMEN'S PROGRAM STAFF (E Building)		
1. Abney, Patsy <i>P. Abney</i>	577-78-8385	Case Mgr.
2. Fennell, Lloyd <i>L. Fennell</i>	424747416	Case Mgr.
3. Frazier, Lawton <i>L. Frazier</i>	577-50-0966	
4. Gamble, Joanne <i>Joanne Gamble</i>	216-70-3950	Unit Mgr.
5. Halsey, Shelia <i>Shelia Halsey</i>	226-78-4834	Unit Manager
6. Ouzts, Patricia <i>Patricia Ouzts</i>	577-66-9110	Case Manager
7. Robinson, Carlitta <i>on leave</i>		
8. Sinclair, Dennis <i>Dennis Sinclair</i>	577-66-1632	Case Manager
9. Winbush, Nancy <i>Nancy Winbush</i>	579-56-1977	Case Manager
10. GILL HARVEY, Jacqueline <i>Jacqueline Gill Harvey</i>	243 98 9786	Prog. Mgr.
D.C. LIFELINE (D Building)		
10. Robin B. Page <i>R. Page</i>	250-11-7557	Case manager
11. Don Agbatakwe	418 11 5112	Case Mgr
12. Curtis D. McWain	249-86-7945	Case Mgr.
13. Arnell Jones	240-66-2814	Case mgr
14. Wesley, Tymmi	154-64-8158	C/O
15. Aurelia Sanderson	923-72-3920	Case mgr.
16. April Jones	231 08 1301	Case mgr.
17. Allenymia R. Quarles	228-66-2313	Unit Manager
18. Barros, ALEXANDER M	031-56-6923	CASE MGR.
19. Eulaw M. Kuten	507-90 5155-	C/O
20. <i>[Signature]</i>	206-38-8857	Case Manager
21. <i>[Signature]</i>	228-44-5741	Case Manager
22. Madie Cherry	077-34-7326	Prog. Mgr.

(Monday)

CORRECTIONS CORPORATION OF AMERICA				
DC CORRECTIONAL TREATMENT FACILITY				
DATE	TOPICS	INSTRUCTORS	TIME	
			FROM	TO
3/23/98	Domestic Violence	Kinaya Sokoya	10:00 am	3:00 PM

[illegible]

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE 4-13-98
UNIT E375
MEAL PERIOD Lunch

33

REGULAR MEALS

DETS

TOTAL MEALS

30

2

32

TOTAL TRAYS SENT TO THE UNIT 32

ARAMARK SUPERVISOR (PRINT NAME)

ARAMARK SUPERVISOR SIGNATURE

S. Ford
A. Ford

ULTIMATE OFFICER (PRINT NAME)

ULTIMATE OFFICER SIGNATURE

MORTON S

NET OFFICER (PRINT NAME)

NET OFFICER SIGNATURE

SEN Allen

COUNT TAG LINKERS?

TRICER NAME

SIGNATURE

TOTAL SNACK BAGS SENT

MARK NET CLERK SIGNATURE

TOTAL SNACK BAGS RECEIVED AT UNIT?

TOFFICER'S SIGNATURE

Temperature Recp - Unit Level

4/13-98 Time 1238 Meal period Lunch Menu Cycle # 1

Re Cold 79 Re 16 1 Re 16 1

ARAMARK CORRECTIONAL SERVICES
MEAL TRANSPORTATION SHEET

11 36

DATE - 4-13-98
UNIT - E3A
MEAL PERIOD - Lunch

REGULAR MEALS 22
DINETS 11
TOTAL MEALS 33
TOTAL TRAYS SENT TO THE UNIT 33

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

S. Ford
[Signature]

DEPUTY OFFICER (PRINT NAME)
DEPUTY OFFICER SIGNATURE

Pr R. V. 5
[Signature]

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

[Signature]
[Signature]

[Signature]

COUNT BAG LUNCHES

TRUCK NAME

SIGNATURE

TOTAL SNACK BAGS SENT

MARK UNIT CLERK SIGNATURE

CAL SNACK BAGS RECEIVED AT UNIT

TOFFICER'S SIGNATURE

Temperature Recp - Unit Level

4-13-98 Time 1145 Meal period Lunch Menu Cycle #
Cold Cuts 30.1 Sold

ARAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

c/o Book
DATE- 4-13-98
UNIT- E4A
MEAL PERIOD- Breakfast

REGULAR MEALS	<u>31</u>
DETS	<u>1</u>
TOTAL MEALS	<u>32</u>
TOTAL TRAYS SENT TO THE UNIT	<u>32</u>

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

UNARY OFFICER (PRINT NAME)
UNARY OFFICER SIGNATURE

IT OFFICER (PRINT NAME)
IT OFFICER SIGNATURE

S Ford
in fail
Book PURVIS
Book Purvis
Y. Venable
Y. Venable

COUNT BAG LUNCHES?

TCR NAME SIGNATURE

TOTAL SNACK BAGS SENT

MARK DET CLERK SIGNATURE

IL SNACK BAGS RECEIVED AT UNIT?

OFFICER'S SIGNATURE

Temperature Recp - Unit Level

177.3

Time 166.6

Meal period

Meal Cycle #

Dry: cereal

Snack

Snack

corn Bread

c/o Book

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 4-14-98
UNIT - ETB
MEAL PERIOD - LUNCH

Diet:
Charles Jennifer

REGULAR MEALS
DETS
TOTAL MEALS

21
8
29

TOTAL TRAYS SENT TO THE UNIT # 29

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. GUNNINGHAM
D. Gunningham

UNITARY OFFICER (PRINT NAME)
UNITARY OFFICER SIGNATURE

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

B. Henry
B. Henry

COURT BAG LUNCHES # _____

UNIT OFFICER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

ARAMARK DIET CLERK SIGNATURE _____

TOTAL SNACK BAGS RECEIVED AT UNIT # _____

UNIT OFFICER'S SIGNATURE _____

Temperature Recap - Unit Level

4-14-98 Time 1142 Meal period Lunch Menu Cycle # _____

as Beef Potatoes 1902 degrees Starch Noodles 187.3 degrees
table Salad 45 degrees Butter Pro 116 degrees

ARAMARK CORRECTIONAL SERVICES

MEAL TRAY VERIFICATION SHEET

DATE - 4-15-98
UNIT - E4A
MEAL PERIOD - LUNCH

REGULAR MEALS
DISHES
TOTAL MEALS

26
1
#

TOTAL TRAYS SENT TO THE UNIT

27

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. GALLINUKHAN
D. Gallinukhan

UNITARY OFFICER (PRINT NAME)
UNITARY OFFICER SIGNATURE

NIT OFFICER (PRINT NAME)
NIT OFFICER SIGNATURE

Mc Donnell
Mc Donnell

COURT BAG LUNCHES #

OFFICER NAME

SIGNATURE

TOTAL SNACK BAGS SENT

ARAMARK NIT CLERK SIGNATURE

TOTAL SNACK BAGS RECEIVED AT UNIT #

T OFFICER'S SIGNATURE

Temperature Recp - Unit Level

4-15-98

Time 1153

Meal period

Menu Cycle #

Burrito

1934

degrees

Snack

Spanish Rice

189.3

degrees

able Salad

78

degrees

AKAMARK CORRECTIONAL SERVICES
MEAL TRAY VERIFICATION SHEET

4:32 PM

DATE - April 17, 1998
UNIT - F4B
MEAL PERIOD - DINNER

REGULAR MEALS
DETS
TOTAL MEALS

27
0
27
27

TOTAL TRAYS SENT TO THE UNIT

AKAMARK SUPERVISOR (PRINT NAME)
AKAMARK SUPERVISOR SIGNATURE

Joyce Haino
Joyce Haino
[Signature]
C. McKinnon
C. McKinnon

DEPUTY OFFICER (PRINT NAME)
DEPUTY OFFICER SIGNATURE

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

COUNT BAG LUNCHES #

OFFICER NAME SIGNATURE

TOTAL SNACK BAGS SENT

AKAMARK UNIT CLERK SIGNATURE

Joyce Haino

TOTAL SNACK BAGS RECEIVED AT UNIT #

UNIT OFFICER'S SIGNATURE

Temperature Recp - Unit Level

4-17-98 Time 435 Meal period Dinner Menu Cycle #
F4B Served 190.4 degrees Stock Mashed 190.2 degrees
606 Saw 42.3

**COMMUNICATIONAL SERVICES
MEAL TRAY VERIFICATION SHEET**

42

DATE - 4/8/98
UNIT - 696
MEAL PERIOD - LUNCH

REGULAR MEALS
DETS
TOTAL MEALS

29
0
29

TOTAL TRAYS SENT TO THE UNIT

29

ARAMARK SUPERVISOR (PRINT NAME)
ARAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM
D. Cunningham

CULINARY OFFICER (PRINT NAME)
CULINARY OFFICER SIGNATURE

c/c P. Smith
c/c C. Smith

UNIT OFFICER (PRINT NAME)
UNIT OFFICER SIGNATURE

W. Cunningham
W. Cunningham

COURT BAG LUNCHES #

OFFICER NAME

SIGNATURE

TOTAL SNACK BAGS SENT

ARAMARK DIET CLERK SIGNATURE

TOTAL SNACK BAGS RECEIVED AT UNIT #

UNIT OFFICER'S SIGNATURE

Temperature Recap - Unit Level

Date 4/8-98 Time 1247 Meal period Lunch Menu Cycle #

Re Sloppy Joe 187.2 degrees Starch Sa/ed 49.0 degrees
table Rice 185.4 degrees Beverage milk 45.0 degrees
Item degrees Other Item

MEAL TRAY VERIFICATION SHEET

Attachment No. 56
(Page 9 of 9)

DATE - 4-29-98
UNIT - EAB
MEAL PERIOD - Breakfast

REGULAR MEALS # 31
DIETS # -
TOTAL MEALS # 31
TOTAL TRAYS SENT TO THE UNIT # 31

RAMARK SUPERVISOR (PRINT NAME)
RAMARK SUPERVISOR SIGNATURE

D. CUNNINGHAM

ULINARY OFFICER (PRINT NAME)
ULINARY OFFICER SIGNATURE

Thonda West
Thonda West

VIT OFFICER (PRINT NAME)
VIT OFFICER SIGNATURE

J. Phoenix
J. Phoenix

COURT BAG LUNCHES # _____

FIGER NAME _____ SIGNATURE _____

TOTAL SNACK BAGS SENT # _____

MARK DIET CLERK SIGNATURE _____

AL SNACK BAGS RECEIVED AT UNIT # _____

OFFICER 'S SIGNATURE _____

Temperature Recp - Unit Level

4-29-98 Time 6:15p Meal period _____ Menu Cycle # 5

SANSAR GANY 182.3 degrees Starch Cottage Cheese 180.1 degrees
We _____ degrees Beverage Coffee 196.0 degrees
tem _____ degrees Other Item _____ degrees

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

FOOD ESTABLISHMENT INSPECTION REPORT

Address 1901 E ST SE Date May 8, 1998
Name of Licensee Canadian Canadian of America Officer of Firm Thomas
Trading as Canadian Trust Facility Inspect. Time _____ Customer # _____
Food Service ☐ Retail Store ☐ Other ☐ Sanitation Rating 94/90 Number of Samples Collected _____

NOTICE TO ESTABLISHMENT

This inspection was conducted to determine compliance with District regulations.

Effective action must be taken this date to correct all underlined deficiencies having a demerit value of 6. Other underlined deficiencies must be corrected as indicated under "Remarks". Failure to make the indicated correction within the specified time may result in court proceedings being initiated for the enforcement thereof.

A. STRUCTURE		C. MEAT and MEAT PRODUCTS, INGREDIENTS, ICE, OTHER FOODS	
1. Floors: clean - easily cleanable - in good repair - properly drained	2	1. (a) Source: approved (b) Trichinae treatment for appropriate product containing pork muscle tissue	6
2. Walls, ceiling and overhead: Clean - easily cleanable - no scaling paint - in good repair	2	2. Condition: sound - clean - unadulterated - only authorized food additives used	6
3. Lighting: adequate for operation	2	3. Labeling: proper - no false or misleading statements - products accurately described - accurate net weights	4
4. Ventilation: rooms reasonably free from odors, condensation, smoke etc.	2	4. Temperature of potentially hazardous food: 45°F or less of 140°F or more - frozen foods at 0°F or below	6
5. Toilets/dressing rooms: clean - convenient - adequate - properly constructed and ventilated	2	DEMERITS C <u>6</u>	
6. Handwashing facilities: adequate - properly located - soap and towels	6	D. PERSONNEL	
7. Plumbing: potable water supply - sufficient hot and cold running water no back siphonage or cross connections - no overhead waste lines in critical areas	6	1. Outer garments: appropriate and washable - clean - proper hair restraints	2
DEMERITS A <u>0</u>		2. Good apparent health	6
B. EQUIPMENT		3. Hygienic practices: (a) good personal hygiene - hand washed and clean - proper and minimal personal contact with food and food contact surfaces (b) Certified Food Supervisor	6
1. Installation: equipment location permits easy access to and cleaning of equipment and adjacent surfaces or properly sealed to adjacent surfaces	2	DEMERITS D <u>0</u>	
2. Refrigerated and hot food holding equipment: adequate - capable of maintaining proper food temperature - in good repair - provision for separation of raw and finished products	6	E. GENERAL	
3. Food Contact surfaces of equipment and multi-use eating and cooking utensils: constructed of suitable material - free of cracks, crevices, chips, rust or paint - equipment easily disassembled and readily cleanable - clean and sanitized before each use - proper facilities and material available for cleaning and sanitizing	6	1. Premises: no rodent harborage - effective vermin control - only permitted pesticides used and properly stored - premises free of trash and litter - no birds or unauthorized animals - facilities and materials available for cleaning	6
4. Non-food Contact surfaces: proper construction - clean - in good repair - suitable facilities and materials available for cleaning	6	2. General storage: storage areas clean, adequate and properly utilized - food product ingredients, utensils and single service items protected from contamination - soiled linens and clean linens separated - contents of containers properly identified - poisonous materials properly labeled, handled and stored	6
5. Cooking units, hoods and filters: clean - in good repair	2	3. Operating methods: food protected during display, packaging, processing and transportation - containers and wrappings sanitary - proper sequence of operations	6
DEMERITS B <u>0</u>		4. Waste containers: properly constructed and used - clean	2
TOTAL DEMERITS <u>6</u>		DEMERITS E <u>0</u>	

REMARKS: C.F. Hot food again to be collected at 109° - 125°F and cold foods at 67° to 77°F.

INSPECTED BY: [Signature]

RECEIVED BY: [Signature]

45-75232-1

**EXHIBIT FILED SEPARATELY
UNDER SEAL**

**EXHIBIT FILED SEPARATELY
UNDER SEAL**