



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

Office of Compliance
and Accreditation

October 17, 1997

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

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

Dear Ms. Thomas:

Enclosed is the September 1997, report responding to the United States District Court's Order dated June 18, 1997, regarding the above-referenced civil action.

Sincerely,

Gloria D. Thaxton-Fox
Gloria D. Thaxton-Fox
Senior Compliance Monitor

Enclosures

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

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FILED

JUN 22 1998

NANCY MAYER WHITTINGTON, CLERK
U.S. DISTRICT COURT

Women Prisoners/ DC v. DC

IDPS-838C



PC-DC-011-017

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Office of Policies and Procedures		INITIATIVE: <u>Women Prisoners of DCDC v. D. C.</u> Civil Action No. 93-2052			
LEAD PERSON: Ronald J. McClain Chief, Office of Policies & Procedures		TELEPHONE: (202) 673-7410		DATE OF UPDATE: October 7, 1997	
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		
1. 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.			3/20/95 5/15/95 - (Revised)	Compliance: DO 3350.2A, "Sexual Misconduct Against Inmates" dated 5/15/95 distributed to DCDC employees. Draft DO 3350.2B revision based upon U. S. Appeals Court's Decision submitted to DOC General Counsel on 2/3/97.
5.	Under this policy the DCDC has the obligation to take appropriate steps to prevent and remedy sexual harassment committed by its own employees.			3/20/95	Compliance. Contained in DO 3350.2A. Staff refresher training expected to start by March 1997 based upon changes to Department Order resulting from the U. S. Appeals Court's decision.
7.	Penalties for prohibited conduct under the policy shall be determined by the Director of the DCDC within 30 days.			2/11/95	Compliance. Contained in DO 3350.2A.

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I. SEXUAL HARASSMENT					
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.	Betty Green		3/20/95	Compliance. Original language contained in DO 3350.2A. Procedures being followed. Court Order dated 8/14/95, language included in 1995 and 1997 employee sexual misconduct training and in revised draft DO 3350.2A.
14.	Any prisoner who is dissatisfied with any investigation or resolution of an allegation of sexual harassment may appeal to the Director of DCDC within 15 days. The Director must respond within 15 days.	Betty Green		3/20/95	Compliance. Procedures contained in DO 3350.2A. Inmates notified in training and in Inmate Bulletin, "Preventing Sexual Misconduct."

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: Walter Fulton Acting Warden		TELEPHONE: 673-8201		DATE OF UPDATE: October 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-compliance If "Non-compliance" state reason, remedy, and new completion IF "Compliance" state how achieved and attach documentation	
		PLANNED	ACTUAL		
I. Sexual Harassment					
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.	Mario Randle	12/93	3/95	Compliance: As contained in D.O. 4030.1D, Section VII, Subsection F.I. Wherever an inmate has a dispute or complaint the affected inmate should first seek to resolve this situation through informal means. These informal means consist of verbally notifying and discussing the complaint with the relevant parties or an appropriate DCDC employee.
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 September 30, 1997. The next meeting is scheduled for October 28, 1997.
9a.	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,	Mario Randle	12/93	3/95	Compliance: As contained in D.O. 3350.2A, Section (B), 1. Each employee who receives any information, from any source, concerning sexual misconduct is required to report the information in writing to the affected Warden or Office Chief. Each employee shall make his/her report of sexual misconduct within twenty four (24) hours of receiving the information.
9b.	who must submit the information, in writing, to the Warden of the facility within 24 hours of receiving the information. Women prisoners may also submit IGP's or complaints to prisoner representative to the IGAC.				

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I. Sexual Harassment					
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.	Mario Randle	12/93	3/93	Compliance: As contained in D.O. 3350.2A. All known reports of sexual misconduct reported within the prescribed 24 hours of receiving the information.
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 policy investigations. The occurrence of a police investigation does not relieve the Defendants of the duty to investigate.	Mario Randle	12/93	3/95	Compliance: The Warden notifies the proper Law Enforcement agency as contained in D.O. 3350.2A.

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		PLANNED	ACTUAL		
I. SEXUAL HARASSMENT					
13.	The identify 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 int he 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.	Mario Randle	12/93	3/95	Compliance: As contained in D.O. 3350.2A. Employees are advised in 80 hours In-Service training that such acts are strictly prohibited by all employees for offenses of this D.O.
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	Mario Randle		3/95	Compliance: As contained in D.O. 3350.2A. Inmates are informed during sexual misconduct training of appeal procedure and the time frame.

*none -
not filed
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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: Robert W. Jackson Training Academy	TELEPHONE: (703) 643-6462		DATE OF UPDATE: October 8, 1997
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE	
		PLANNED	ACTUAL
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.			

I. SEXUAL HARASSMENT

15.	The Department shall conduct mandatory training using certified trainers on sexual misconduct for all DCDC employees. A consultant from the National Institute of Corrections (NIC), mutually agreed upon by the parties, shall develop the training plan and material. A "certified trainer" is defined as any person who has completed the "Train-the-Trainer" course developed by the NIC consultant. 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	8/28/95	Compliance. Training began 8/22/95. Annual staff refresher training began 2/3/97.
			8/30/95	8/28/95	Compliance. Training includes education, policies, reporting, investigating, preventing sexual harassment, and consequences for violating policy.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Training Academy		INITIATIVE: <u>Women Prisoners of DCDC v. D. C</u> Civil Action No. 93-2052			
LEAD PERSON: Robert W. Jackson Acting Training Administrator		TELEPHONE: 703/643-6462		DATE OF UPDATE: October 8, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		STATUS: Compliance or Non-Compliance If Compliance state how achieved and attached supporting documentation, if any. If Non-compliance state reason, remedy, and new completion date.	
		PLANNED	ACTUAL		
I. SEXUAL HARASSMENT					
15.	b. All staff who work with female prisoners shall be trained by certified trainers within six months, commencing no later than August 30, 1995. After the initial training of staff, the training will be included in the pre-service training of all staff. Annual retraining shall be conducted to refresh staff on the Department Order regarding sexual misconduct. 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 females offenders will be offered to selected employees.	Patricia Roberts	10/95	10/95 1/97	Compliance. Implemented in Pre-Service curriculum 10/95. Annual refresher training for all employees began 2/3/97. 60 minute education as part of In-Service training being held weekly and simultaneously at two (2) training sites.
			10/31/97		Non-compliance. "The Training Academy requested and received lesson plan from the National Institute of Corrections (NIC) regarding "Working With Female Offenders." The Training Academy has begun creating lesson plans for Department of Corrections employees. The expected completion date is 10/97.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

page 1 of 2

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) 698-3000		DATE OF UPDATE: October 10, 1997	
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		PLANNED	ACTUAL		
I. Sexual Harassment					
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/ Toni Perry		March 16, 1997	COMPLIANCE: The women prisoners are able to report instances of sexual harassment through the grievance policy outlined in CCA Policy 14-5, Inmate Grievance Procedures. See attachment 8-A. The inmate grievance committee meeting for the month of September was held. See attachment 8-B of report dated 10/10/97.
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 the new DC Department of Corrections Department Order 3350.2B Sexual Misconduct in pre-service training. CCA/CTF Facility Policy 14-100 is being revised to reflect the changes in the Department Order and will be used once revisions are complete. In-service trainings will begin once pre-service training for new hires is completed.
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	Lonnie Moore		March 16, 1997	COMPLIANCE: CCA will handle any allegation of sexual misconduct through the procedures set forth in the DC Department of Corrections Department Order 3350.2B Sexual Misconduct. CCA/CTF Facility Policy 14-100 is being revised to reflect the changes in the Department Order and will be used once revisions are complete. Follow-up on pending investigations will be conducted once a

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	the Defendants of the duty to investigate.				month by the Grievance Officer.
13.	The identity of the target of the alleged sexual harassment shall be revealed only to those who have an immediate need to know, including the alleged harasser(s) or retaliator(s) and any witnesses. All parties contacted in the course of an investigation will be advised that any retaliation, reprisal, or breach of confidentiality is a separate actionable offense as provided in the schedule of penalties.	Lonnie Moore		March 16, 1997	COMPLIANCE: All supervisors have been briefed on the DC Department of Corrections Department Order 3350.2B Sexual Misconduct, in pre-service training and are aware of the confidentiality issues involved in investigations. CCA/CTF Facility Policy 14-100 is being revised to reflect the changes in the Department Order and will be used once revisions are complete. Investigators are instructed to inform all investigated parties of the penalties of reprisals.
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 DC Department of Corrections Department Order 3350.2B Sexual Misconduct, of their rights to appeal when they receive a decision. CCA/CTF Facility Policy 14-100 is being revised to reflect the changes in the Department Order and will be used once revisions are complete.
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: A contractor has covered the cell windows of units 40, 57, 74, and 92 in the E and D buildings with a beige colored vinyl for privacy.

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page 1 of 1

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II. Obstetrical and Gynecological Care				

18.	The Defendants shall develop and implement a protocol concerning restraints used on pregnant and postpartum women which provides that a pregnant prisoners shall be transported in the least restrictive way possible consistent with legitimate security reasons. Specifically, the protocol shall provide: a. The Defendants shall use no restraints on any woman in labor, during delivery, or in recovery immediately after delivery; and 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.	Lonnie Moore		April 4, 1997	COMPLIANCE: When medical staff notes on the trip ticket that the female inmate is either in the third trimester of pregnancy, or in labor, the Director of Transcor (the transportation unit) ensures that no restraints are used on the traveling inmate. After delivery, when the inmate is placed in the recovery room, restraint use is resumed. A memorandum that outlines these directions has been distributed, posted, and read in roll call to all officers. In addition, all escorting officers must sign for receipt of the memorandum. See attached memorandum dated June 6, 1997 and numbered 18-A.
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AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

page 1 of 7

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IV. PROGRAM EVALUATION					
19.	The Defendants shall provide diagnostic evaluations for women prisoners similar to those currently provided for men in the Reception and Diagnostic Unit at CTF to determine women prisoners' needs, interests, and requirements for increased programs and opportunities in education and vocation. The procedure for the needs assessment shall be done by an approved scientific method. These evaluations shall be completed in a manner and time frame equivalent to the males in the diagnostic unit, but shall not exceed 120 days from the date of the female prisoner's transfer to CTF. The evaluations shall include educational and vocational testing. The Defendants shall provide women with the appropriate available programming called for by this evaluation within 30 days of completion of the diagnostic evaluation.	Jaye Smith, Reception and Diagnostic, Program Manager		June 1, 1997	COMPLIANCE: The female inmates who meet the requirements of diagnostic evaluation have been identified. Diagnostic studies are being conducted on those female inmates in accordance with the mandates of this order.
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.

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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 will be revised and adapted as our quality assurance tool for educational and vocational programs. The Principal will conduct the assurance evaluations bi-monthly.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

page 3 of 7

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IV. PROGRAM EVALUATION					
23.	The Defendants shall ensure that women prisoners are escorted to an 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 elevator to the education department of the facility is manually operated by correctional officers between the hours of 8:00am and 5:00pm in order to escort all inmates to classes 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 achedule attachment 20-A of the 4/7/97 report. Low functioning inmates are provided special instruction in smaller groups.

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page 4 of 7

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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 precollege 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 precollege requirement of this provision within 90 days.	Mance Langham	November 1, 1997		NON-COMPLIANCE: An initial contract with the University of District of Columbia (UDC) was signed by Corrections Corporation of America signed on June 17, 1997. A revision to the original contract was returned and forwarded to CCA headquarters. This revision is now in the Legal Committee's hands for review. A license application was sent to the DC Education Licensure Commission to obtain the ability to provide post-secondary educational courses to the inmates in the interim.
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	September 15, 1997		NON-COMPLIANCE: The contract being negotiated with UDC will provide college courses at no cost to women prisoners. See attachment 27-A of 4/7/97 report.
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

page 5 of 7

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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 are presently provided with four vocational programs: Computer Literacy (6 months) and Graphic Arts (12 months) and Commercial Cleaning (4 months). The fourth program, Interior Renovation, was added to the school curriculum on September 30, 1997 when the instructor for the program was hired.
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 Lifeskills.	Mance Langham		March 26, 1997	COMPLIANCE: Prevocational skills are provided in the Life Skills and ETAP classes. The classes are held three hours daily, five days a week. The programs include modules in personal development skills, living skills, and employability skills. See attachment 31-A of report dated June 7, 1997.

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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 22, 1997		COMPLIANCE: Women prisoners at CTF are presently provided with four vocational programs: Computer Literacy (6 months) and Graphic Arts (12 months) and Commercial Cleaning (4 months). The fourth program, Interior Renovation, was added to the school curriculum on September 30, 1997 when the instructor for the program was hired.
33.	Defendants shall provide women prisoners at CTF with at least one apprenticeship programs as defined by Department Order.	Mance Langham	November 1, 1997		NON-COMPLIANCE: There is no accredited apprenticeship program available to the female inmates. The desired program for apprenticeship has been identified as Commercial Cleaning and the guidelines have been submitted to the District of Columbia Apprenticeship Council for review on August 25, 1997. A response is still pending. The Apprenticeship council will make its decision during the October meeting.
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, graphic arts, 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.

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LEAD PERSON: Lonnie Moore		TELEPHONE: (202) 698-3000		DATE OF UPDATE: October 10, 1997	
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
35.	Defendants shall conduct affirmative outreach to women during the enrollment period for vocational training. This outreach shall entail DCDC staff meeting with women at least one month before the deadline for program enrollment to inform the women that the new programs are available and to offer a full description of the available programs and any applicable criteria for participation.	Mance Langham		March 16, 1997	COMPLIANCE: Alternative outreach services for women are provided during orientation and initial program enrollment by the program instructors. 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.
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 Correction prior to approval.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

page 1 of 4

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) 698-3000		DATE OF UPDATE: October 10, 1997	
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		
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.
52.	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: a. cease housing women in the end cells of each tier; b. provide each woman prisoner with two extra blankets, two pairs of thermal underwear, and two pairs of wool socks; c. explore means of insulating or heating the perimeter walls of the cells; and d. report back to the Court.	Marvin Voss Vern Alford/ John Henderson Alford/Henderson Marvin Voss		March 16, 1997	COMPLIANCE: The temperature in the cells have not fallen below 65 degrees during this period. In the event of that occurrence, the Assistant Warden will provide additional clothing and blankets and ensure that inmates are not housed in end cells. Means of insulating or heating the perimeter walls have been explored, however, insulating the walls would make the rooms smaller and violate ACA standards and heating the walls would violate fire regulations. Therefore, we are currently unable to develop a feasible plan. A new strategy will be devised if air rebalancing does not preclude the need to modify the walls.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

page 2 of 4

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) 698-3000		DATE OF UPDATE: October 10, 1997	
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		
IV. ENVIRONMENTAL HEALTH					
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.
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 weekly basis.
55.	The Defendants shall use cart liners or disposable or washable laundry bags to transport laundry between CTF and the Jail.	Linda Wall		May 2, 1997	COMPLIANCE: A linen service agreement was signed between CTF and Sterling Cleaners on April 4, 1997 and service began on April 7, 1997. Therefore, laundry is no longer transported between CTF and the Jail. See attachment #55-A of May 7, 1997 report.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

page 3 of 4

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) 698-3000		DATE OF UPDATE: October 10, 1997	
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		
IV. ENVIRONMENTAL HEALTH					
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		March 16, 1997	COMPLIANCE: Food temperature is manually monitored by the culinary officers and the Safety Manager who use food thermometers and randomly select the trays to sample at each meal time. Delivery times are monitored by the correctional officers who receive the food on the units.
57.	The Defendants shall promulgate and follow a written preventive maintenance plan for the CTF that includes maintenance of structures, systems, and equipment.	Marvin Voss		March 16, 1997	COMPLIANCE: CCA is following the preventive maintenance plan for the facility that was developed by the Department of Corrections. However, once renovative construction and other modifications are completed, a new preventive maintenance plan will be promulgated.
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	September 10, 1997		NON-COMPLIANCE: A protocol for inspecting plumbing fixtures is not currently in place. An operations memorandum will be developed for the daily inspection of plumbing fixtures with immediate reporting to maintenance upon completion of current construction in the facility.

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) 698-3000		DATE OF UPDATE: October 10, 1997	
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
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		March 16, 1997	COMPLIANCE: The DCRA inspection was conducted on May 19 and May 20, 1997. The facility received a rating score of 84%. (See attached memorandum 59-A of report dated June 6, 1997.) The identified violations have been corrected and supporting documents have been attached. See attachment number 59 of report dated June 6, 1997.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

page 1 of 1

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) 698-3000		DATE OF UPDATE: October 10, 1997	
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		
V. FIRE SAFETY					
65.	The Defendants shall conduct and document mandatory semi-annual training on fire safety procedures for all correctional officers.	Vern Alford	October 29, 1997		NON-COMPLIANCE: When CCA begins its semi-annual training for correctional officers in October 1997, fire prevention procedures will be included.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 1		
LEAD PERSON: James C. Riddick	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 10/06/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
8. Women prisoners shall be able to report instances of sexual harassment through the existing Inmate Grievance Procedure (IGP) as specified in Department Order 4030.1D. The Defendants shall strictly adhere to the Inmate Grievance Procedure and shall establish an Inmate Grievance Advisory Committee (IGAC) as required by Section VII (C) of Department Order 4030.1D.	Riddick		On-going	Compliance-Committee in place as required by Department Order.
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 of receiving the information. Women prisoners also submit IGP's or complaints to prisoner representative to the IGAC.	Riddick (McNeal)		On-going	Compliance-ensure IGP forms are available to everyone.
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.	Riddick (Riley) (McNeal)		On-going	Compliance-Ensured all staff received training and are aware of reporting policy, in accordance to D.O.3350.2A, Sexual Misconduct Against Inmates.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 2		
LEAD PERSON: James C. Riddick	TELEPHONE: (703) 643-1019		DATE OF UPDATE: 10/06/97	
NARRATIVE	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
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.	Riddick (Riley and McNeal)		On-going	Compliance-- No incidents this reporting period.
13. (b) All parties contacted in the course of investigation will be advised that any retaliation, reprisal, or breach of confidentiality is a separate actionable offense as provided in the schedule of penalties.				Compliance -As contained in Department Order 3350.2A, employees are advised that such acts are strictly prohibited by all employees for offenses of this D.O.
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 investigation. The Director must respond within 15 days.	Riddick			Compliance-At Institutional Level-This mainly applies to Executive Staff.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 3		
LEAD PERSON: James C. Riddick	PHONE: (703) 643-1019		DATE OF UPDATE 10/06/97	
TASK DESCRIPTION	RESPONSIBLE PERSONNEL	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and How Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
20. Coordinate the scheduling of academic educational classes, higher education classes, vocational training, to maximize women's participation in as many areas as possible.	Riddick (McNeil)		2/95	Compliance-Academic classes held in a.m. (GED) and p.m. (ABE) and UDC classes have been suspended due to budget constraints. Female inmates transported to Central Facility to participate in vocational training (Garment Shop).
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.	Riddick (Riley)		2/95	Compliance-A Patrol & Escort Officer is assigned daily to ensure compliance. Post Orders are in place for escorting inmates to programs.
24. Provide women prisoners academic education programs equivalent to the range of academic programs provided to male prisoners at the Minimum Security Facility.	Riddick (McNeil)		1/95	Compliance-January 8, 1995, an additional full time teacher was assigned to Annex, but she has been returned to shift due to a mandate from personnel and small class size. UDC college has always been coed.
26. Women prisoners at the Annex and CTF shall be provided with the opportunity of full-time (three hours per day, five days per week at CTF and five hours per day, five days per week at the Annex) basic education to include ABE, GED, and Special Education classes.	Riddick (McNeil)		1/95	Compliance. Effective 8/17/97, Dr. Onyemenem's detail as teacher was cancelled due to mandate from D.C. Personnel Office regarding personnel details. Mrs. Emma Gray is teaching Dr. Onyemenem's class.

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Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v.D.C., et al Civil Action No. 93-2052 PAGE 4		
LEAD PERSON: James C. Riddick	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 10/06/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date)(If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
29. Within 90 days, the Defendants shall provide appropriate substitute teachers or instructors during absences of regular teachers or instructor 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.	Riddick (McNeal)		On-going	Compliance. When a substitute teacher is needed, a teacher from the existing staff is assigned to instruct the women. Mrs.Gray's a.m. class size is 7 students for GED class. Seven students are in the p.m. ABE class. The community standard for GED and ABE class size is 30 students. (Verified with Kathy McCormick of D.C.Public School System.)
35. The Defendants shall conduct affirmative outreach to women during the enrollment period for vocational training. This out reach shall entail DCDC staff meeting with women at least one month before the deadline for program enrollment to inform the women that the new programs are available and to offer a full description of the available programs and any applicable criteria for participation.				Compliance - Not applicable to the Minimum Annex.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v D.C., et al Civil Action NO. 93-2052 Page 5		
LEAD PERSON: JAMES C. Riddick	TELEPHONE: (703) 643-1019	DATE OF UPDATE: 10/06/97		
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date) (If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
40. Within 60 days, the Defendants shall provide each woman prisoner housed in the Annex dormitories at least one vertical locker and one foot locker.	Riddick (Riley)		3/95	Compliance-OIC of the dormitory inspects dormitories and reports any deficiencies in this area to the Property Officer. The Property Officer in turn provides a vertical and/or foot locker.
41. Within 30 days, the Defendants shall replace all torn mattresses and pillows at the Annex with clean, untorn, fire-retardant mattresses and pillows. The Defendants shall conduct a regular inspection of all mattresses and pillows and shall, at that time, immediately replace any mattresses that are damaged to a degree that prevents adequate cleaning.	Riddick (Riley)	12/95		Compliance - Sanitation & Environmental Officer inspects mattresses and pillows weekly. All items comply with specifications in this area. Torn mattresses and pillows are replaced.
42. The Defendants shall immediately use cart liners or disposable or washable laundry bags to transport laundry at the Annex.	Riddick (Riley)		1/95	Compliance-Laundry is transported in lined laundry carts. Female R&D Officer places laundry in plastic bags for storage. Laundry is placed on shelves that are lined in plastic.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v D.C., et al Civil Action NO. 93-2052 Page 6		
Case Manager: James C. Riddick	Telephone: (703) 643-1019	Date of Report: 10/06/97		
Action Item	Responsible Person/Agency	Completion Date		Compliance or Non-Compliance (If Non-compliance, State Reason and New Completion Date) (If Compliance, State How Being Achieved)
		Planned	Actual	
44. Effective immediately, the Defendants shall ensure that all housing units at the Annex are issued a timely, adequate and appropriate amount of cleaning supplies.	Riddick (Riley)		1/95	Compliance - Supplies are issued weekly to the dorms by the Supply Officer.
63. Ensure all bed linen, blankets, and curtain or draperies in Annex dormitories are of fire retardant material.	Riddick (Riley)	10/95	3/97	Non-compliance - Fire retardant blankets have been ordered (Bus 2 submitted 10/97 and should be at the vendors by mid-November 1997). Delivery expected mid December 1997. Venetian blinds were installed March 1997 in lieu of curtains or draperies and they are of fire retardant material.
64. Conduct fire drills monthly and document.	Riddick (Riley)	11/13/96	7/31/97	Non-compliance - no fire drill conducted during this reporting period.
65. Defendants shall conduct and document mandatory semi-annual training on fire safety procedures for all correctional officers.	Riddick (Riley)	3/97	On-going 9/22- 23-29- 30/97	Compliance - Trained correctional personnel on fire safety procedures. Training begun at the institutional level and conducted on the noted dates. See attachments for attendance.

Agency Implementation Plan/Tracking Report

DEPT./OFFICE: D.C. Dept. of Corrections Minimum Security Facility		INITIATIVE: Women Prisoners of DCDC v D.C., et al Civil Action NO. 93-2052 Page 7		
NAME: JAMES C. Riddick		TELEPHONE: (703) 643-1019		DATE OF REVIEW: 10/06/97
ACTION TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Compliance or Non-Compliance (If Non-compliance, State Reason and How Completion Date) (If Compliance, State How Being Achieved)
		PLANNED	ACTUAL	
66a. Conduct weekly inspections and document on all buildings and grounds.	Riddick (Riley)		9/4 to 9/29	Compliance-Sanitation & Environmental Officer conducts weekly inspections. (See attached)
66b. Conduct quarterly inspections of all fire safety equipment, and document inspections.	Riddick (Riley)		5/18/97	Compliance in conjunction with specifics noted in #67.
66c. Ensure Institutional Fire Marshal conducts quarterly inspections of the facility.	Riddick (Riley)		1/97	Non-Compliance. No quarterly inspection has been conducted since January 1997.
67b. The Warden of Minimum shall obtain the Fire Department's report within 10 days and promptly give a copy of the Plaintiffs' counsel. Thereafter, the Warden shall cause any fire safety deficiencies identified in the Fire Department's report to be remedied within 30 days, or shall provide a report to the Fire Department as to why the deficiency cannot be so remedied and provide a plan to remedy the deficiency within a further period of time not to exceed 90 days.	Riddick (Riley) (DCDC Fire Marshal and A. Charles)		7/30/97	Compliance-DC Fire Marshal inspected Minimum on 7/31/97. Copy of deficiencies, plan for abatement pending receipt.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPARTMENT/OFFICE: Minimum Security Facility			INITIATIVE: <u>Women Prisoners of DCDC v. D. C., et al.</u> Civil Action No. 93-2052		
LEAD PERSON: Jams Riddick Acting Warden		TELEPHONE: 703/643-2074		DATE OF UPDATE: October 7, 1997	
MAJOR TASK	RESPONSIBLE PERSON/AGENCY	COMPLETION DATE		Status: Compliance or Non-Compliance If Non-Compliance State Reason, Remedy, and planned completion Date. If Compliance state how achieved and attach documentation, if any.	
		PLANNED	ACTUAL		
IV. ENVIRONMENTAL HEALTH					
39.	Within 90 days the Defendants shall: (b) conduct a vermin eradication program to eliminate the present infestation of vermin. The Defendants shall thereafter promulgate and follow an effective vermin eradication program.	Aniceto Charles	12/13/93	01/95	Compliance: A monthly vermin control plan at the Minimum Security Facility was implemented in 01/90 to include: • spraying once a month • changed insecticide • female inmates were educated A Copy of the monthly Pesticide and Rodent Control Sheet is attached to this report.
53.	Defendants shall develop and implement an effective rodent prevention program.	Ancieto Charles	12/13/93	01/92	Compliance: A monthly rodent prevention program has been in place since 01/92 at the Minimum Security Facility. A copy of the monthly Pesticide and Rodent Control Sheet is attached to this report.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Facilities Management		INITIATIVE: Women Prisoners of CDC v. DC, et al. Civil Action No. 93-2052:		
LEAD PERSON: Ajay Kapoor	TELEPHONE: 203-643-1356		DATE OF UPDATE: October 3, 1997	
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved) (If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
(#12) Defendants shall make necessary alterations at Minimum Security Annex within 60 days to ensure that women have privacy in their living, sleeping and shower areas.	CAMPBELL	1/11/94	1/17/95	Compliance: Completed approximately 7/21/95, shower curtains were installed and window covers were installed. (Documentation provided 11/15/96)
(#65) Defendants shall provide sufficient program space so that women prisoners can participate in equal and adequate programs and service as compared to men prisoners. The defendants shall provide at least two additional trailers at the annex (with functional sanitary facilities) to allow for additional programming activities.	CAMPBELL	12/13/93	10/20/95	Compliance: Two trailers were installed as directed by court order. (Documentation provided 5/1/96)
(#103) Within one year, the Defendants shall repair or replace the roofs of Annex Dorm 6&7 and retain them in a watertight condition.	CAMPBELL	12/13/94	5/5/95	Compliance: Roofs at the Annex dorms 6&7 were replaced as directed by court order. (Documentation provided 5-1-96)
(#104) Within 90 days, the Defendants shall repair the Annex dorms so as to prevent the entry and refuge of vermin and shall conduct a vermin eradication program to eliminate the present infestation of vermin. The Defendants shall thereafter promulgate and follow an effective vermin eradication program.	CAMPBELL	3/13/94	5/5/95	Compliance: Inspected 1-5-96 (Documentation provided 11-13-96)

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Facilities Management		INITIATIVE: Women Prisoners of DCDC v. DC, et al. Civil Action No. 93-2652		
LEAD PERSON: Ajay Kapoor	TELEPHONE: 703-643-1356		DATE OF UPDATE: October 3, 1997	
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved) (If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
(#108) For as long as the Annex dormitories are double bunk, the Defendants shall, within 60 days, provide a minimum of 20 foot candles of prisoner-controlled light to each bunk.	TAYLOR	2/13/96	2/13/96	Non-Compliance: Materials received June 17, 1995. #5 Dormitory wall outlets installed August 3, 1996. #7 Dormitory not installed Women prisoners need to be relocated prior to installation.
(#110) Within 60 days, the Defendants shall connect the toilets and hand sinks in every Annex trailer.	CAMPBELL	2/13/96	1/17/95	Compliance: OFAC personnel completed job as order by the court. (Documentation provided 11/15/96)
(#112) Within 90 days, the Defendants shall improve the ventilation at the (a) Annex dormitories, (c) print shop and (c) garment shop so that the quality of air in these areas is brought up to an acceptable level.	TAYLOR	3/13/96	1/17/95	Non-Compliance: The installation of the ventilation equipment is completed in Dormitory #6. Dormitory #7 has not been installed (Scheduled completion, 11/20/97) Compliance: Ventilation has been improved in print & garment shops.
(#113) Within 90 days, the Defendants shall install a drainage system at the Annex which will prevent hazardous accumulations of water.	CAMPBELL	3/13/96	3/14/95	Compliance: Completed on work orders documentation provided 11-7-96

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Facilities Management		INITIATIVE: Women Prisoners of DCDC v. DC, et al. Civil Action No. 93-2052:		
LEAD PERSON: Ajay Kapoor	TELEPHONE: 703-643-1356		DATE OF UPDATE: 3-Oct-97	
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved)(If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
(#114) Defendants shall promulgate and follow a written Preventive Maintenance plan for the Annex dorms, the Annex trailers, and Annex grounds.	EPFARD	12/13/93	1/2/94	Compliance: Preventive Maintenance work orders are printed weekly for distribution to General Foreman. (work orders attached to report on 10/3/97)
(#125) Within 120 days, the Defendants shall install and maintain a manual fire alarm system and fire detection system which covers all areas used by women prisoners at Minimum, including the Annex Dorms. The fire detection system must include smoke detectors in all sleeping and day room areas, and smoke or heat detectors in all other areas.	TAYLOR	4/13/94	6/27/96	Non-Compliance (Project started June 27, 1996) Fire alarm installed in #6 Dormitory August 5, 1996. Fire alarm system not installed in #7. Materials received. Need female prisoners relocated prior to installation.
(#126) Defendants must repair or replace the fire alarm system in the Admin. Bldg., the cafeteria and gym at the Minimum main compound.	TAYLOR	12/13/93	6/13/96	Compliance: Installation completed 2/28/97
(#127) Defendants must install a sprinkler system in the Annex Dorms and provide a 20-minute fire-rated enclosure of storage rooms located in both Dorms.	SHEPPLET	12/13/93	6/12/96	Non-Compliance: Proc. request being rolled over for FY-97, SSAC 143-97

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT./OFFICE: Facilities Management		INITIATIVE: Women Prisoners of DDC v. DC, et al. Civil Action No. 93-2052:		
LEAD PERSON: Ajay Kapoor	TELEPHONE: 703-642-1356		DATE OF UPDATE: October 1, 1997	
MAJOR TASK:	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE:		STATUS: Compliance or Non-Compliance (If Compliance state how compliance was achieved) (If Non-Compliance state reason, remedy, and planned completion date)
		PLANNED	ACTUAL	
V. FIRE SAFETY				
(#67) Effective immediately, and in accordance with Department Order No. 2920.1A, the District of Columbia shall: (a)conduct fire safety inspections of the Ammx not less frequently than every 12 months.	RONALD JENKINS	12/13/93	1/1/95	Compliance: An inspection by the DC Fire Department was completed on 7/30/97. The next inspection is scheduled for 6/98. A copy of the written report from the DC Fire Department is pending.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT.OFFICE: Deputy Director for Programs		INITIATIVE: Women Prisoners v. DC CA 93-2052		
LEAD PERSON: Deputy Director for Programs John H. Thomas		TELEPHONE: (202) 727-7795		DATE OF UPDATE: October 1, 1997
MAJOR TASK	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE		STATUS: COMPLIANCE OR NON-COMPLIANCE (If Non-Compliance, State Reason, Remedy, New Completion Date) (If "Compliance" State How Compliance Was Achieved)
		PLANNED	ACTUAL	
28. Women prisoners shall have some financial assistance for higher education as males at Central, Occoquan and Medium.	J. Thomas A. Hill-Simmons	3/12/95	5/30/95	Compliance. All higher education programs receive department appropriate funds
29. Provide substitute teachers during regular teachers absence or more than three days.	J. Thomas A. Hill-Simmons	6/12/95	7/13/95	Compliance. Formulated a substitute teacher's list and operational procedures.
36. Insure all contract programs provide compatible services with order.	J. Thomas R. Gilmore A. Hill-Simmons	6/12/95	6/12/95	Compliance. Increases for new programs.

AGENCY IMPLEMENTATION PLAN/TRACKING REPORT

DEPT. OFFICE: DCDC/Industries		INITIATIVE: Womans Prisoners of DCDC v. D. C., et al. Civ. Action No. 83-2862		
LEAD PERSON: Raymond C. Sullivan, Assistant Director	TELEPHONE: (703) 643-6332		DATE OF UPDATE: 10/2/97	
MAJOR TASK	RESPONSIBLE PERSON / AGENCY	COMPLETION DATE		COMPLIANCE (State how compliance was achieved). NON-COMPLIANCE (State reason and anticipated completion date).
		PLANNED	ACTUAL	
46. Continue to provide sufficient sanitary facilities for women at Central.	R. Sullivan		4/3/95	COMPLIANCE: Additional sanitary facilities provided in Garment Shop.

MINUTES OF INMATE GRIEVANCE COMMITTEE MEETING
September 5, 1997

Attendees:

Staff: Warden Moore
AW Cross
AW Henderson
AW Alford
Toni Perry, IGP Coordinator
Charles Kirkland, Compliance Officer
Carolyn Walston, Business Manager
Willette Griffin, IGP's/Medical
Dr. Roux, Medical Officer

<u>Inmates:</u>	Linda Grimes, DCDC 246-006	E1B
	Mario Archibald, DCDC 233-497	C4B
	Carlos Ramos, DCDC 211-587	D1B
	Lorenzo Pickett, DCDC 262-067	Medical
	Steven Wilson, DCDC 197-613	D4B
	Sheila Williams, DCDC 226-668	D3B

INTRODUCTION

I. Warden Moore opened the meeting with greetings. Ms. Perry stated that a new procedure would be followed where one inmate representative is pre-selected to speak on a specified topic for the whole body. This is to reduce the length of the meeting and allow for better dialogue.

OLD BUSINESS

I. Showing movies to inmate population on weekends: Last movie shown on July 4, 1997. Contract is being put into place to obtain movies. Movies will start being shown on weekends by September 12, 1997.

II. Taking family pictures in visiting hall: Warden stated he is in favor of this activity. Recreation Supervisor Stevenson has done a proposal. Should commence sometime in October once all construction is completed.

III. ARAMARK/Food Conditions:

a) All special diets must go to Lorton for approval prior to being issued to inmate.

b) Medical does not approve vegetarian diets - must be approved through the Chaplain.

c) Lateness of food interferes with inmates going to programs. AW Cross stated that this has been caused by inmate staff shortages which results in food being prepared and trayed late. More inmates should be classified and assigned to work in culinary. Until this is done, this issue will continue to be a problem.

d) Addition of wheat bread to menu - Warden to do memorandum to ARAMARK requesting this addition.

e) Addition of bananas to menu - ARAMARK representative stated they would attempt to serve bananas on occasion. Fruit choices are dependent upon market costs.

IV. Exercise Bars and Benches for C-Building: Warden expressed concern about the amount of metal in building with all the contractors. Also, maintenance personnel have been busy with the contractors and have been unable to install the bars. Once construction is completed, bars will be installed. It should be noted that inmates are not to use pipes and other building structures as pull up bars.

V. Access to Hot Water to Cook Soups, Tea, etc.: Hot pots are being ordered for the units.

VI. Packages:

a) Inmates are in need of underwear, socks, bras. Large shipment is coming in and should be distributed to inmates on an as needed basis.

b) Walkman radios will be allowed. No cassettes or CD players will be allowed. Walkman radios will not be allowed via packages, but will be added to the canteen list. Those inmates who presently have walkmen with cassettes will be allowed to keep them.

c) Sweatsuits will be allowed. Warden stated that they will consider changing the white sweatsuits to red because of complaints that the white ones soil easily.

d) List of additional items to be added to canteen has been taken under advisement and an answer to what will be authorized will be completed by October 1, 1997.

e) Amount of property that can be retained by inmates will be reduced. Inmates will be able to send out excess property through visitors or through the mail at CCA expense. Those inmates that presently have more property than allowed will have a grace period for sending it out.

f) It is taking too long for tennis shoe packages to be signed by Security Chief. This issue will be addressed with the Chief by AW Cross.

NEW BUSINESS

I. Spanish Speaking Inmate Issues:

a) Inmates expressed concern about having to provide translation services to other inmates. While most don't mind providing this service, there are confidentiality issues involved.

b) Inmate Handbook needs to be translated into Spanish. All memos that affect the inmate population need to be translated into Spanish and provided to the inmates. There is a concern that non-English speaking inmates are being penalized when they break rules that they have not received notice about.

c) Sick call lists, canteen list and all other documents for use by the inmate population should be translated into Spanish and made available where appropriate.

II. Legal Phone Calls: Concern was expressed that staff are not allowing inmates to make legal calls. AW Henderson to address with staff.

III. Shakedowns on Medical Units/Regular Shakedowns:

a) Inmates complain that when officers do shakedowns they are not professional and are not respecting their property. Also, property such as watches, radios and other jewelry is being confiscated and not being returned. AW Cross to look into this issue.

b) Shakedowns are being done without the inmate being present. AW Cross to look into this issue.

IV. Indigent Packages: Requested that items like shampoo and hair grease be added to the indigent list. List will be revised and items like shampoo and magic shave will be added. Finalized list of what will be available in indigent package will be provided at next meeting.

V. Holiday Visits: Inmates expressed concern that visit on Labor Day was canceled. It was decided that E and D Buildings will be allowed to visit on holidays.

C Building will not have visits on holidays. Visits for inmates in Medical will be taken under advisement.

VI. Mail:

a) Complaints that mail is not being picked up on units. AW Cross to ensure that this is done.

b) Numerous complaints have been received about the length of time it takes for money orders to be posted and no notice to inmates about whether a money order was in their letters. Receipt part of money order should be placed in letter prior to it being sent to inmate on unit. AW Cross to handle.

c) Inmates are receiving mail with outdated postmarks. AW Cross stated that it appears that there is a problem with all mail coming into the facility - not just inmate mail. She will be checking with the Post Office to determine what the problem is.

d) Stamps will not be allowed through the mail. Inmates are to purchase stamps via the canteen.

VII. Footlockers: Presently negotiating with Lorton to build more footlockers. May be able to get some from other facilities as they are closed. Eventually, all inmates will be issued footlockers.

VIII. Inmate Movement: Inmate movement will continue to be controlled upon completion of construction.

IX. Recreation:

a) Complaints about lack of escort officers to provide recreation in a timely manner. Often, recreation is not provided at all due to lack of escort officers. AW Henderson will review schedule and determine where changes can be made to ensure that recreation is provided as scheduled.

b) C Building inmates complain that from Friday through Tuesday they do not have recreation. Possibility of providing additional recreation time will be considered by staff.

X. Ice Delivery/Water Fountains: Inmates identified water fountains that were in need of repair, missing or needed to be plugged in to provide cold water. Warden stated that they would be fixed.

XI. Appointments at DCGH: Complaints that inmates are not being taken to appointments at DCGH. Medical staff reported that this is often caused by DCGH

same
as
before

not sending trip tickets back with information about future appointments. Also, due to internal staff shortages, DCGH often cancels clinics, and therefore appointments in those clinics, at the last minute. Rescheduling inmates for some clinics can take weeks or months.

XII. Shower doors: Saloon type shower doors will be installed on all units.

XIII. Access to Casemanagers: Complaints that casemanagers are not coming on units regularly to address needs. AW Henderson to resolve.

XIV. Programming in C-Building: Because of the transient nature of this unit, no programming will be provided. A seminar is being planned that will teach industrial floor cleaning to selected residents.

XV. Curler Plates for Heating Hot Curlers: Will be ordered.

XVI. Proposal to Make Laundry Detergent Available only on Canteen: This proposal will be reviewed prior to implementation due to past problems with inmates who cannot afford (or will not purchase) laundry detergent using soap in the washing machines. Using soap in the machines causes damage to the machines and leaves a residue on the clothes of the next person using the machine.



Office of the Chief
Classification and Parole

MEMORANDUM

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

October 7, 1997

FILE

TO : Mario Randle
Deputy Warden for Programs
Carl L. White 10/7/97
FROM : Carl L. White
Chief, Case Management

SUBJECT: Minutes of the Inmate Grievance Advisory Committee on
September 30, 1997

Present: Carl L. White, Chief Case Management (Presiding), Rachel
West, Case Manager, Edward Gardner, Law Librarian,
and Doctor John May, Medical Receiver.

Inmate Population

Susan Vogt	DCDC 273-968 Southwest One
Antonio Johnson	DCDC 251171 Southwest Two
Talib Watson	DCDC 226779 Southeast Three
Melvin Mills	DCDC 183471 Southeast Two
Anthony White Bey	DCDC 197427 Northeast One
Halim Flowers	DCDC 272113 North Three
Donald Carr	DCDC 181424 Southwest Two
Humberto Sanchez	DCDC 273846 Southeast One
Keith Pollard Bey	DCDC 179572 Northwest One
Harry Williams	DCDC 268055 Northeast Three
Robert Jackson	DCDC 107758 Northeast Two
Aaron Miller	DCDC 261882 Northwest Three
William H. Phifer	DCDC 190480 Northwest Two
Allen Graves	DCDC 171938 Southwest Three

Pg. 2

**Absent : Tracy Davis, Warden's Office
Operations, and Support Services**

Guest : Doctor John May, (Medical Receiver)

Our September 30 meeting commenced at 1:30 P.M. in the Case Management unit on the second floor.

Mr. White introduced Doctor John May of the Medical Receiver, who reported medical procedures at the D.C. Jail to the IGAC.

Allegation- Keith Pollar Bay, DCDC 179572 indicated that inmates medication is confiscated after being transferred from the Lorton reservation to the D.C. Jail.

Response: Doctor John May took notes of this concern and no resolution was revealed at this time.

Note: No Operational Staff at the meeting to respond:

Allegation - Allen Graves, DCDC 171938 informed Doctor May that the Canteen is not providing toothpaste to the inmate population.

Response: Dr. May indicated that this issue cannot be resolved because toothpaste is a correctional issue. However, each inmate can request for dental appointment and maybe the dentist can provide tooth paste. Support Services did not respond to the IGAC request to attend meeting. However, Support Services reported that tooth paste is forthcoming on 10-7-97.

Allegation - Humberto Sanchez, DCDC 273846 complained that he was refused his medicine and had to wait for five (5) hours in a chair at the D.C. General Hospital.

Response - Dr. May took notes and informed Mr. Sanchez that he was aware of his complaint. However, Dr. Mayo considered this complaint to be more personal than a general issue involving several inmates.

pg. 3

Allegation - Anthony White Bey, DCDC 197427 indicated that some medical staff have a negative attitude in terms of providing medical services. That he is suffering from a heart problem and he refuse to take any more medicine because the medicine offered by medical staff is not compatible to address his heart condition.

Response - Dr. May took notes and informed Mr. White that his allegation was more of a personal complaint than a general complaint from the inmate population in Northeast One.

Allegation - Aaron Miller, DCDC 261882 indicated that Northwest Three is staffed with six (6) inmates detail workers. That each detail worker is requesting the TB skin test due to the large inmate turnover in the intake unit. The medical staff is not responding within three (3) days to read the test.

Response - Dr. May took notes and informed Mr. Miller that all inmates are afforded a TB skin test. However, medical staff will conduct a follow-up on any inmate not tested.

Allegation - Inmate White, DCDC 197427 indicated that the medical staff will not address any inmate in Northeast One suffering with "Crabs". That the jail does not spray the unit anymore for crabs.

Response - Dr. May took notes on this issue and found it hard to believe that his staff would refuse to provide medical attention. In terms of spraying, Dr. May stated that this was a correctional issue.

Note: No operational or support services staff member present to address this concern.

Allegation: Allen Graves, DCDC 171938 indicated that during inter-institutional transfer, the medication prescribed to the inmates is not being relocated to the inmate after returning to the jail.

Response: Dr. May took notes and explained to the IGAC that he was not in position to respond because this is a correctional issue.

Note: No operational staff member present to address the confiscating of medicine.

Point of Information: Dr. May informed the Body that Vegetarian Diets are recommended by the chaplain only. This is not handle by the medical staff.

pg. 4

Allegation: Melvin Mills, DCDC 183471 housed in Southeast Two indicated that one (1) inmate housed in his unit suffers from seizures. That uniform staff are playing the role of doctors in terms of providing medical services.

Response: Dr. May took notes and informed the inmate representatives that all correctional employees participated in Basic Training in terms of providing CPR etc.

Allegation - Allen Graves, DCDC 171938 housed in Southeast Three is requesting the jail to provide proper clothing such as coats when the inmate population is in transit to court etc.

Response: Dr. May took notes and informed the IGAC that this issue should be addressed by corrections. This issue was not addressed due to the absence of Operations and Support Services.

In closing, Dr. May informed the IGAC that many inmates abuse the medical request system when their health concerns can be address in the housing unit. That many chronic complainers on the "Roger's List" refuse medical treatment.

Chairperson, Mr. White thanked Dr. May for attending the IGAC and responding to the inmate population concerns and gripes.

Mr. White then opened the floor to correctional concerns.

Allegation: Pollard Bey, DCDC 179572 requested that Dr. May submit his responses in writing to the inmate population prior to his departure.

Response: Mr. White then informed the inmate representatives that he would draft a memorandum in reference to the concerns of the inmate population.

Allegation - Inmates White Bey DCDC 197427 and Miller DCDC 261882 informed this writer that detail workers are not being paid at this time.

Response: Mr. White will contact Support Services and Operations for a response. On 10-7-97, Officer Johnson indicated that the officers are not submitting their names on the paper work.

pg. 3

Allegations - Inmate Robert Jackson, DCDC 107758 indicated that the mail is still being lost and the mailing system is incompetent here at the jail. Inmates are not receiving legal mail on Saturday at the jail.

Response: Mr. White will contact Support Services and Operations for a response. On 10-7-97, Mr. Fulton indicated due to budget restraints, the jail cannot have additional help on Saturdays.

Allegation - Inmate Halin Flowers DCDC 272113 of North Three indicated that no repair work has been conducted to prevent water leaks in his unit. That the telephones on the right side of the unit are inoperative.

Inmates in North Three are not going to the Law Library.

Response - Mr. White contacted Support Services to address the water leaks and the inoperative telephones. Mr. Gardner will be contacted by Mr. White to address the law library request. On 10-7-97 this writer discovered that the officers in the unit are preventing movement to the library.

Allegation - Inmate Sanchez, DCDC 273846 indicated that his unit Southeast one only has over (1) operative television.

Response - Support Services will be contacted by Mr. White

In closing, the inmate population threatened to stop coming to the IGAC meeting due to lack of response from correctional staff.

Inmate Jackson, 107-758 indicated that he saw Acting Deputy Warden for Operations, Mr. Corbett the week prior to the meeting and Mr. Corbett said that he would be at the next meeting.

Pollard Bey, 179572 is requesting a copy of the Departmental Order that address the IGAC.

The next IGAC meeting is scheduled for October 28, 1997 at 1:30 P.M. on the second floor, Case Management Unit.

Submitted for your information and the record.

D.C. DEPARTMENT OF CORRECTIONS
40-HOUR IN-SERVICES TRAINING PROGRAM
(SESSION #)

CLASS TITLE: Fire Prevention & Safety Train. INSTRUCTOR: Sgt B. Etheredge
 CLASS LOCATION: Chapel DATE: 9/30/97

LASTNAME, FIRST, I. (PLEASE PRINT)	S.S.N	FAC/UNIT	TIME IN OUT		SIGNATURE	DATE
WATSON, TERRY	092-54-2500	MIN	7 ⁵⁰	10 ⁰⁰	WATSON	9-30-97
M=Donald Patrick	578-22-2451	Min	8:00	1000	Patrick	9-30-97
SIMPSON, RARRY	231-86-5602	MIN	8:00	10:00	B. Simpson	9-30-97
PARKER, CAREY L.		Min.	8 ⁰⁰	10 ⁰⁰	C.L. Parker	9/30/97
JOHNSON, WILLIAM W	223-527985	Min	800	100	W. Johnson	9/30/97
Bishop, Larry	476 20 2076	Min	7 ³⁰		L. Bishop	9/30/97
HARDIN, CLARA	202 30 3037	Min	7 ³⁰	10:00	Clara Hardin	9/30/97
BOGLE, BERT L.	578 80 2228	Min	800	1000	B. Bogle	9-30-97
WICK, CINDY	225-27-6110	Min	8 ⁰⁰	10 ⁰⁰	C. Wick	9-30-97
BARTON, DONALD	130 50 6730	Min	8 ⁰⁰	10 ⁰⁰	D. Barton	9-30-97
	Fire Prevention 1 of 4	Item #65				

D.C. DEPARTMENT OF CORRECTIONS
40-HOUR IN-SERVICES TRAINING PROGRAM
 (SESSION #)

CLASS TITLE: Fire Prevention & Safety Train. INSTRUCTOR: Sgt. B Etheredge

CLASS LOCATION: Conference Room DATE: 9/29/97

LASTNAME, FIRST, I. (PLEASE PRINT)	S.S.N	FAC./UNIT	TIME		SIGNATURE	DATE
			IN	OUT		
Fanucci, Clifford L.	223-747475	Min. Sec.	7:11 8:00		Clifford L. Fanucci	9/29/97
Smith, Jenn Fer	579-66 2411	Min.	8 AM		Jennifer Smith	29 Sept 97
Brown Valerie	228-48-5953	min.	8 ⁰⁰		Valerie Brown	29 Sept 97
HUGHES, Ash	184-60-6392	min	8:15		Ash Hughes	9/29/97
Brown G/indy	579-74-0905	min	8:00		LB	9-29-97
Fire Prevention		Item #65				
2 of 4						

**D.C. DEPARTMENT OF CORRECTIONS
40-HOUR IN-SERVICES TRAINING PROGRAM
(SESSION #)**

CLASS TITLE: Fire Prevention Safety Train INSTRUCTOR: Sgt. B. Edwards
CLASS LOCATION: Conference Room DATE: 9/23/97

LASTNAME, FIRST, I. (PLEASE PRINT)	S.S.N	FAC/UNIT	TIME		SIGNATURE	DATE
			IN	OUT		
BAHle, Jeffery Clt. P. Gang	242135233 149800825	MIN MIN	8:00 8:00		<i>[Signature]</i> <i>[Signature]</i>	9/23/97 9/23/97
Sgt. R. McNeill		MIN	8:45 8:45		<i>[Signature]</i>	9/23/97
Lt. Chapman		MIN	8:00		<i>[Signature]</i>	9-23-97
Sgt. Turner	217-88-0217	min	8:15 8:15		<i>[Signature]</i>	9-23-97
Sgt. [unclear]		MIN	8:16		<i>[Signature]</i>	9/23/97

CLASS TITLE: Fun Presentation & Spicy Treats INSTRUCTOR: Sgt. B. E. Hurdge
CLASS LOCATION: Commissary Room DATE: 9/22/91

[illegible]

September 4, 1997

Dorm 6
Sleeping area

1. Two lights out
2. Window screen damaged
3. Light reading 30ft per candle
4. CO2 reading 498 ppm

Bath room

1. One toilet out of order
2. Handicap shower do not work
3. Shower has poor housekeeping
4. Light reading in bath room less then 10ft per candle
5. Hot water temp. in bath room 107
6. Hole in screen under face all around dorm

Dorm 7

1. Ice machine broken

Bath room

1. Light fixtures rusted
2. Light covers broken
3. Light covers dirty

A wing

1. Windows frame on left rotten
2. One light out
3. Two night light out
4. Floor dirty
5. Two light cover missing
6. One light out storage room
7. CO2 reading 426 ppm

Laundry

1. Floor tile missing
2. Laundry room floor dirty

B wing

1. Several windows cracked
2. Floor dirty
3. One windows on right will not close all the way
4. Two mattress missing

WEEKLY INSPECTION REPORT
SIX DORMITORY - (Sgt. Newell)
9/10/97

FRONT ENTRANCE

BATHROOM

Screen torn out needs replacing
Need soap dishes

DAYROOM

floor tile needs replacing

SLEEPING AREA

Screen torn out needs replacing
windows are cracked

under roof screen needs replacing. Birds are making nest.

WEEKLY INSPECTION REPORT
SIX DORMITORY - (Sgt. Newell)
9/16/97

FRONT ENTRANCE

BATHROOM

Screen torn out needs replacing
Need soap dishes

DAYROOM

floor tile needs replacing

SLEEPING AREA

Screen torn out needs replacing
windows are cracked

under roof screen needs replacing. Birds are making nest.

WEEKLY INSPECTION REPORT
SEVEN DORMITORY - (Sgt. Mcpherson)
9/10/97

FRONT ENTRANCE
glass cracked

BATHROOM

mirror needs replacing

DAYROOM

ice machine being repaired

T.V. ROOM

Air condition need face plate

HAIR-ROOM

Air condition needs face plate
one light is out
A-wing

B-Wing

Window broken near back door

LAUNDRYROOM

Wire is hanging outside back of seven dorm

WEEKLY INSPECTION REPORT
SEVEN DORMITORY - (Sgt. Mcpherson)
9/16/97

FRONT ENTRANCE
glass cracked

BATHROOM

mirror needs replacing

DAYROOM

T.V. ROOM
Air condition need face plate

HAIR-ROOM
Air condition needs face plate
one light is out
A-wing

B-Wing
Window broken near back door

LAUNDRYROOM

Wire is hanging outside back of seven dorm

Weekly Inspection Form
Medical Unit

Date Inspected: 9-3-97 Time: _____

Responsible staff person on duty during inspection: _____

1. Floors: Needs Repaired
2. Walls: OK
3. Exits Doors/Signs: OK
4. Lighting: _____
5. Post Orders: OK
6. Fire Extinguishers: OK
7. Cabinet Security: OK
8. Syringe Inventory: Started 47 Used 15 32 on hand
9. Hazardous Waste Containers: OK
10. O2 Containers Secured: OK
11. Staff Dress: OK
12. Record Files: OK
13. Stairways/Ramps: OK
14. Heat/Air Conditioning: OK
15. Locks/Handles: OK
16. General Furniture: OK
17. Equipment: OK
18. Telephone: OK
19. Fans: OK
20. Windows: OK
21. Triage rooms in housing units clean, running water, no non-medical items stored therein: N/A

22. Isolated rooms are clean, free of dust and debris: N/A
23. Equipment requiring sterilization is handled, sanitized, and property stored: disposable
24. Pharmacy refrigerator temperature is: 45°70
25. Thermometer stored properly: YES
26. Supplies clearly marked: OK
27. Storage areas clean and orderly: OK
28. Stinks and usage identified (re: wash hand signs) OK
29. Staff sterilization/hygiene supplies are adequate: OK
30. All vents clear and devoid of dust: OK
31. Linens soiled with hazardous body fluids clearly labeled and stored separately from other soiled linen in plastic, dissolved waste bags: N/A
32. Showers, bath areas clean and unobstructed: N/A Toilet
33. Adequate handicap facilities: OK
34. Smoke and heat detectors working: OK
35. Fire alarms system working: NA
36. Exit doors not blocked and clearly lighted: OK
37. Emergency fire evacuation plans for hospital patients prominently posted: OK
38. Evacuation drills documented: OK
39. Fire Extinguishers serviced on schedule: OK
40. Patients' bed linen, clothing and body (including hair and teeth) are clean/sanitary: OK
41. Patient's rooms are clean and no obstruction impede passage ways: N/A
42. Adequate walkers, wheel chairs, bed pans: N/A

43. Pharmacy medicine dated (not expired):

OK

Weekly Inspection Form
Culinary Unit

Date Inspected: 0-29-7 Time: 4:00 P.M.

responsible staff person on duty during inspection: _____

Inspected by: M.R. White Title: _____

1. Lighting: OK

2. Exit Doors/Signs: OK

3. Floors: Need cleaning

4. Freezer Temperature/Space: OK

5. Dishwasher/Temperature: OK

6. Steam Line/Temperature: Bake chicken 165° Mash 150° Salad 140°

7. Interior Door: OK

8. Food Covered: OK

9. Food Label: OK

10. Non Food Items Separated from Food Items: yes

11. Inventory Lists: OK

12. Refrigerator-Orderly/Temperature: OK

13. Plumbing: OK

14. Staff Bathroom: OK

15. Inmate Bathroom: Needs paper towels

16. Counters-Operable/Clean: Need cleaning / OK

17. Stoves-Operable/Clean: OK

18. Pots/Pans Clean/Stocked: OK

19. Loading Dock: OK

20. Electrical Outlets: (Extension Cords/Wires not near flames/water) OK

CULINARY

Page 2

21. Seating Area Clean: OK
22. Water Fountain: OK
23. Resident Chairs/Tables/Benches: OK
24. Fans: Blowers OK front one need cleaning
25. Inmate Work Schedules/Assignments-Posted: OK
26. Ceiling: need new tile in inmate dining room OK
27. Meat Slicer: OK
28. Vermin Control- Last date Extermination: ~~previous~~ 9-4-97
29. Sneeze Bar: Cracked Both sides
30. Deep Fryer: OK
31. Ice Machine: OK
32. Trash Cans (Clean, Lids): Need cans & lids are on order
33. Interior/Exterior Hallways and Exterior Grounds: OK
34. Staff Dining Room: OK
35. Menu Cards: OK
36. Trays/Plates/Utensils: Pot rack need cleaning: OK
37. Menu Posting: OK
38. Diet Listing: OK
39. Windows-Glass Door Panels are clear/good repair: Cracked inmate dining room
40. Smoke/Heat Detectors-working/installed: OK
41. Fire Alarm/Sprinkler System working: OK
42. Fire Evacuation Plan posted: OK
43. Fire Extenquishers/Inspected and in place: OK
44. Employee/Inmate apparel appropriate: OK

Culinary

Page 3

46. Telephone's working: OK
47. Food Stored in Freezers/Refrigerator: OK
48. Store Room: Need cleaning

Weekly Inspection Form
Medical Unit

Date Inspected: 7-11-97 Time: 11:00 AM

Responsible staff person on duty during inspection: _____

1. Floors: Floor need repainting
2. Walls: OK
3. Exits Doors/Signs: OK
4. Lighting: Emergency light not working
5. Post Orders: _____
6. Fire Extinguishers: OK
7. Cabinet Security: OK
8. Syringe Inventory: Serial 55 used 10 45 on hand
9. Hazardous Waste Containers: OK
10. O2 Containers Secured: OK
11. Staff Dress: OK
12. Record Files: OK
13. Stairways/Ramps: Boards warped
14. Heat/Air Conditioning: OK
15. Locks/Handles: OK
16. General Furniture: OK
17. Equipment: OK
18. Telephone: OK
19. Fans: Not
20. Windows: OK
21. Triage rooms in housing units clean, running water, no non-medical items stored therein: OK

22. Isolated rooms are clean, free of dust and debris: _____
23. Equipment requiring sterilization is handled, sanitized, and property stored: OK, E-20612
24. Pharmacy refrigerator temperature is : 4590
25. Thermometer stored properly: OK
26. Supplies clearly marked: OK
27. Storage areas clean and orderly: OK
28. Stinks and usage identified (re: wash hand signs) OK
29. Staff sterilization/hygiene supplies are adequate: OK
30. All vents clear and devoid of dust: OK
31. Linens soiled with hazardous body fluids clearly labeled and stored separately from other soiled linen in plastic, dissolved waste bags: _____
32. Showers, bath areas clean and unobstructed: N/A / OK
33. Adequate handicap facilities: OK
34. Smoke and heat detectors working: OK
35. Fire alarms system working: N/A
36. Exit doors not blocked and clearly lighted: OK
37. Emergency fire evacuation plans for hospital patients prominently posted: OK
38. Evacuation drills documented: OK
39. Fire Extinguishers serviced on schedule: OK
40. Patients' bed linen, clothing and body (including hair and teeth) are clean/sanitary: N/A
41. Patient's rooms are clean and no obstruction impede passage ways: N/A
42. Adequate walkers, wheel chairs, bed pans: N/A

43. Pharmacy medicine dated (not expired):

N/A

Weekly Inspection Form
Culinary Unit

Date Inspected: 9-12-97 Time: 9:00 A.M.

responsible staff person on duty during inspection: MR. WHITE

Inspected by: P. Riley deputized 9-12-97
G. B. [unclear] Title: [unclear]

1. Lighting: OK
2. Exit Doors/Signs: OK
3. Floors: Need cleaning
4. Freezer Temperature/Space: -07° OK
5. Dishwasher/Temperature: 180°
6. Steam Line/Temperature: Pinto Bean [unclear] Salsa
7. Interior Door: OK
8. Food Covered: Yes
9. Food Label: Potatoes & cheese. Dated 9-9-97
10. Non Food Items Separated from Food Items: OK
11. Inventory Lists: OK
12. Refrigerator-Orderly/Temperature: OK 45° Flavored milk
13. Plumbing: Leaking under sink in room
14. Staff Bathroom: No paper towels
15. Inmate Bathroom: No paper towels & soap
16. Counters-Operable/Clean: OK
17. Stoves-Operable/Clean: OK
18. Pots/Pans Clean/Stocked: Pack need cleaning
19. Loading Dock: Wash bottles OK
20. Electrical Outlets: (Extension Cords/Wires not near flames/water): OK

21. Seating Area Clean: OK
22. Water Fountain: OK
23. Resident Chairs/Tables/Benches: OK
24. Fans: Blower OK
25. Inmate Work Schedules/Assignments-Posted: _____
26. Ceiling: Ceiling tile missing need replacing
27. Meat Slicer: OK
28. Vermin Control- Last date Extermination: ~~May 05, 1997~~ 9/4/97
29. Sneeze Bar: Cracked Both sides
30. Deep Fryer: OK
31. Ice Machine: Need cleaning
32. Trash Cans (Clean, Lids): OK need lids
33. Interior/Exterior Hallways and Exterior Grounds: OK
34. Staff Dining Room: OK
35. Menu Cards: OK
36. Trays/Plates/Utensils: Pot rack need cleaning: OK
37. Menu Posting: OK
38. Diet Listing: OK
40. Windows-Glass Door Panels are clear/good repair: Cracked need repair
41. Smoke/Heat Detectors-working/installed: Working
42. Fire Alarm/Sprinkler System working: Alarm not
43. Fire Evacuation Plan posted: OK
44. Fire Extenquishers/Inspected and in place: OK
45. Employee/Inmate apparel appropriate: OK

Culinary

Page 3

46. Telephone's working: OK

47. Food Stored in Freezers/Refrigerator: OK. Garment

48. Store Room: Need cleaning



Government of the District of Columbia
DEPARTMENT OF CORRECTIONS
Environmental, Safety & Sanitation
P.O. Box, 25
Building P-14
Lorton, Virginia 22199

FILE COPY

September 15, 1997

MEMORANDUM

TO : James Murphy
Warden,
Minimum Security Facility

FROM : Aniceto Charles *ALH*
Chief, Environmental
Safety & Sanitation

SUBJECT : Institutional Pesticide Report (September)

On Sept. 10, your Facility received it's regular scheduled Pest Control Treatment. Attached is a Pesticide and Rodent Control Sheet.

cc: Executive Deputy Director
Deputy Director for Institutions
A/Chief, OFACM

Attachment:
AC/sjd

PESTICIDE AND RODENT CONTROL SHEET

DATE: 10-Sep-97

TIME: 9:00

LOCATION: Minimum Security

☒ REGULAR PROGRAM

☐ EMERGENCY PROGRAM

TARGET PEST(S): Roaches and flies

<u>PESTICIDE(S)</u>	<u>A P P L I C A T I O N</u>	<u>A M O U N T</u>
Diaizone 4E	.05% diluted w/water	2 gal

TREATMENT(S): ☒ CRACK/CREVICES/SPOT ☐ FULL AERIAL SPRAY

Bathrooms
All dormitories
Storage areas
Office
Academic school

EQUIPMENT: B&G tank and safety equipment as required

SERVICES' COMPLETED BY: G. Brown

Trainee:

**MINIMUM SECURITY FACILITY
ACADEMIC SCHOOL**

FIRST TRIMESTER..SEPTEMBER 29, 1997-JANUARY 23, 1998

ACTIVITY: MED I & II LOCATION: Program Trailer (Side-A)
 CLASS TIME: 8:00-10:55A.M. DAYS: M, T, Th, & F TEACHER: Mr. Gray

ROSTER

NAME	DCDC#	DORM	D.O.B.	
1. Mallory, Shawn	245-900	07		
2. Parks, Cynthia	246-989	06		
3. Smith, Audrey	186-738	07		
4. Jones, Deborah	258-613	06		
5. Paris, Deidre	206-209	07		
6. Smith, Jacqueline	260-606	06		
7. King, Sherry	252-709	06		
8. Peyton, Tabitha	246-184	07		
9. Redfield, Antoinette	247-241	06		
N 10. Dixon, Diana	203-998	07		
11.				
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26
(pg. 1 of 2)

MINIMUM SECURITY FACILITY ACADEMIC SCHOOL

FIRST TRIMESTER..SEPTEMBER 29, 1997-JANUARY 23, 1998

ACTIVITY: ABE I & II LOCATION: Program Trailer (Side-A)
 CLASS TIME: 12-2:45 P.M. DAYS: M, T, Th, & F TEACHER: Mr. Gray

ROSTER

NAME	DCDC#	DORM	D.O.B.	
1. Mills, Teresa	259-544	06		
2. Pollard, Beverly	263-964	07		
3. Vatan, Linda	262-197	07		
4. Honesty, Melissa	260-673	07		
5. Jones, Stacey	239-813	07		
6. Smith, Diane	260-606	06		
N 7. Green, Latisha	263-145	07		
8.				
9.				
10.				
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#26
(pg. 2 of 2)

Scheduled PM Work Order Lorton Reformatories of Washington, DC

 Work Order No.: 50638 PM Page 1 Of 1 Date Printed: 22 OCT 97 13:14
 PM Week Due: 37 Date Issued: 8 SEP 97 7:49
 Tag No.: 040053 GENERATOR Site: 04
 Building: T02 Floor: GROUND Room: OUTSIDE
 Task Number: 2 Note 1: CUMMINS NTA-855-G SER#11485049 300KW
 Schedule Rule: 1 Note 2: LOCATED AT DORMITORY 7 WOMENS ANNEX
 Tool Code: 000000000000 ELECTRICAL TOOLS
 Procedure Code: 52 13 GENERATOR
 Supply Code: VAC SOLV GRESAE

CHECK WIRING-INSULATION FOR LOOSE CONNECTION 2) INSPECT ALL VISABLE
 CONNECTORS AND INTERNAL COVERS 3) INSPECT SAFETY DEVICES
 & INTERLOCKS FOR PROPER OPERATION; 4) CHECK FUEL LEVEL IN MAIN FUEL
 TANK - REPORT READINGS HERE ; 5) INSPECT
 ENTIRE MACHINE FOR LOOSE FASTENERS - TIGHTEN AS REQUIRED; 6) INSPECT
 SUPPORTS FOR SOUNDNESS & STABILITY - REPORT CONDITIONS FOUND
 . 7) CHECK ALL GAUGES/WARNING LIGHTS IN
 CONTROL CABINET FOR PROPER OPERATION. 8) CHECK BATTERIES FOR PROPER
 CHARGE/WATER LEVEL REPORT HERE . 9) CHECK
 EXHAUST SYSTEM FOR PROPER OPERATION. 10) REMOVE ANY LITTER/FOREIGN
 OBJECTS FROM IMMEDIATE VICINITY OF GENERATOR. 11) CHECK ALL EXTERNAL
 COVERS FOR PROPER FIT/ALIGNMENT AND WEATHERPROOFING.

FINISHED UNFINISHED CANCELLED EMPLOYEE DATE

 Est. Hrs: 0.42 Labor\$: 0.00 Mtrl\$: 0.93 Tool\$: 0.00 Total\$: 0.00
 Priority:
 Shift:
 Shop: EIR ELECTRICAL
 Trade: EL1 ELECTRICIAN 1
 Employee:
 Routine Account: 202 MAINTENANCE SERVICE
 Special Acct. 1:
 Special Acct. 2:

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***** Lorton Reformatories of Washington, DC *****

Scheduled PM Work Order Lorton Reformatories of Washington, DC

 Work Order No.: 50555 PM Page 1 Of 1 Date Printed: 22 OCT 97 13:14
 PM Week Due: 36 Date Issued: 3 SEP 97 7:50
 Tag No.: 040053 GENERATOR Site: 04
 Building: T02 Floor: GROUND Room: OUTSIDE
 Task Number: 3 Note 1: CUMMINS NTA-855-G SER#11485049 300KW
 Schedule Rule: 1 Note 2: LOCATED AT DORMITORY 7 WOMENS ANNEX
 Tool Code: 0000000000006 SMALL HAND TOOLS
 Procedure Code: 51 13 GENERATOR
 Supply Code: HEAVY DUTY LUBE OILS/GREASES
 1)CHECK COOLANT LEVEL AND ANTIFREEZE CONTENT FOR PROPER AMOUNT.
 2)CLEAN MACHINE THOROUGHLY INCLUDING RADIATOR SEMI ANNUALLY.5)CHECK
 AIR RESTRICTION GAUGE CHANGE FILTER IF NEEDED.3) START GENERATOR
 CHECK GENERAL OPERATION.4)CHECK ALL OIL,TEMP,FUEL PRESSURE GAUGES
 FOR READINGS WITHIN FACTORY SPECIFICATIONS REPORT CONDITION HERE
 5)CHECK ALL EXPOSED FUEL SUPPLY LINES FOR
 CORROSION,LEAKAGE,GENERAL CONDITION.6) CHECK FOR LEAKS IN COOLING
 SYSTEM & LUBE OIL SYSTEM; 7)CHECK FOR EXCESSIVE SMOKE AND EXHAUST
 COLOR REPORT CONDITION HERE ;8)CHECK OUT
 PUT VOLTAGES AND CURRENT REPORT HERE

9)RESET TEST SWITCH AFTER TEST CYCLE RUN GENERATOR PER FACTORY
 SPECIFICATIONS REQUIRE AND INSTITUTIONAL SECURITY PERMITS.10)OBSERVE
 TIMING OF TRANSFER SWITCH FOR PROPER OPERATION.11)CHECK AUTOMATIC
 SHUT DOWN OF ENGINE; 12) TEST OPERATE SAFETY SHUT-OFF CONTROLS - SEE
 MFR MANUAL; 13) INSPECT BATTERY TRICKLE CHARGER FOR PROPER OPERATION;
 14)IF EQUIPPED WITH EXTERNAL HEAT X CHANGER CHECK FAN AND ALL
 CONTROLS. 15)CHECK ALL FLEXIBLE HOSES & FITTINGS FOR WEAR/LEAKS. 16)
 CHECK SUPERCHARGER FLEXIBLE CONNECTORS FOR LEAKAGE; 17) CHECK
 SPECTROCHEMICAL AND PHYSICAL PROPERTIES TEST REPORT,CHANGE OIL IF
 INDICATED. 18.DRAW OIL SAMPLE IN APRIL YEARLY FOR TESTING.

FINISHED UNFINISHED CANCELLED EMPLOYEE DATE

 Est. Hrs: 8.00 Labor\$: 0.00 Mtrl\$: 25.00 Tool\$: 0.00 Total\$: 0.00

Priority:

Shift:

Shop: POP

Trade: PEF

Employee:

Routine Account: 202

Special Acct. 1:

Special Acct. 2:

PLANT OPERATIONS PERSONEL

POWER HOUSE EQUIP FOREMAN

MAINTENANCE SERVICE

Supplies:

Quantity	Item Number	Storeroom
0	1	
0	2	
0	3	
0	4	

Lorton Reformatories of Washington, DC

Scheduled PM Work Order Lorton Reformatories of Washington, DC

 Work Order No.: 50696 PM Page 1 Of 1 Date Printed: 22 OCT 97 13:02
 PM Week Due: 37 Date Issued: 8 SEP 97 7:53
 Tag No.: 100004 CIRCULATION PUMP Site: 10
 Building: T01 Floor: 001 Room:
 Task Number: 1 Note 1: B. & G. #102210
 Schedule Rule: 3 Note 2: LOCATED AT DORM #6
 Tool Code: 000000000006 SMALL HAND TOOLS
 Procedure Code: 8 22/44/24 PUMPS
 Supply Code: OIL NON-DETERGENT SAE #20

1) REMOVE
 DIRT & DEBRIS BUILD-UP FROM PUMP & MOTOR HOUSINGS; 2) LUBRICATE PUMP
 MOTOR BEARINGS - DO NOT OVER LUBRICATE; 3) LUBRICATE PUMP BEARINGS AT
 GREASE FITTINGS; 4) INSPECT DISCHARGE LINE CHECK VALVE FOR WEAR OR
 LEAKAGE; 5) INSPECT PUMP DRIVE COUPLING FOR WEAR OR DAMAGE - REPORT
 CONDITIONS FOUND ; 6) BLOW OUT WATER
 STRAINER; 7) INSPECT CONDITION OF INSULATION - REPORT CONDITION HERE
 ; 8) CLEAN HEAVY GREASE, DIRT & OIL FROM
 PUMP; 9) INSPECT MECHANICAL SEAL AREA FOR LEAKAGE REPORT CONDITION
 HERE ; 10) INSPECT WATER LINES, FITTINGS &
 VALVES FOR LEAKAGE; 11) INSPECT ELECTRICAL SWITCHES & OTHER DEVICES
 FOR PROPER OPERATION; 12) INSPECT ELECTRIC WIRING FOR WORN INSULATION
 & LOOSE CONNECTIONS; 13) TEST MOTOR INSULATION RESISTANCE - REPORT
 READING HERE ; 14) INSPECT SUPPORTS FOR
 SOUNDNESS & STABILITY - REPORT HERE

*****NOTE*****

IF PUMP IS WATER COOLED/NON EXTERIOR LUBRICATED USE ABOVE PROCEDURES
 THAT APPLY.

FINISHED ___ UNFINISHED ___ CANCELLED ___ EMPLOYEE _____ DATE _____

 Est. Hrs: 0.45 Labor\$: 0.00 Mtrl\$: 0.83 Tool\$: 0.00 Total\$: 0.00

Priority:

Shift:

Shop: PLU

Trade: PL

PLUMBING

PLUMBER

Employee:

Routine Account: 202

MAINTENANCE SERVICE

Special Acct. 1:

Special Acct. 2:

Supplies:

Quantity	Item Number	Storeroom
1	1	
0	2	

***** Lorton Reformatories of Washington, DC *****

Scheduled PM Work Order Lorton Reformatories of Washington, DC

 Work Order No.: 51321 PM Page 1 Of 1 Date Printed: 22 OCT 97 13:08
 PM Week Due: 39 Date Issued: 23 SEP 97 8:18
 Tag No.: 100011 OIL-FIRED BOILER Site: 10
 Building: T02 Floor: 001 Room:
 Task Number: 1 Note 1: BRYAN #D450-W-FDO
 Schedule Rule: 1 Note 2: LOCATED AT DORM #7
 Tool Code: 0000000000006 SMALL HAND TOOLS
 Procedure Code: 84 55 OIL BOILER
 Supply Code: SAE #10 OIL & VAC
 1) CHANGE BURNER NOZZLE ANNUALLY.
 2) CLEAN HEAT EXCHANGER ANNUALLY.
 3) CHANGE OIL FILTER ANNUALLY.
 4) INSPECT ALL OIL SUPPLY LINES/FITTINGS FOR LEAKS/STABILITY. 5) TEST
 ALL SAFETY CONTROLS FOR PROPER OPERATION, REPORT HERE
 6) CHECK BURNER FOR PROPER IGNITION/SMOKE FREE OPERATION, REPORT HERE
 7) CHECK BOILER FLUE/CHIMNEY FOR ADEQUATE DRAFT.
 8) CHECK SUPPLY/RETURN WATER LINES FOR LEAKS. 9) CHECK ALL ELECTRICAL
 CONNECTIONS FOR TIGHTNESS AND STABILITY.
 NOTE
 *****IF BOILER EQUIPPED WITH LOW WATER CUT OFF /CHECK FOR PROPER
 OPERATION/CLEAN ANNUALLY.

FINISHED___UNFINISHED___CANCELLED___EMPLOYEE_____DATE_____

 Est. Hrs: 2.00 Labor\$: 0.00 Mtrl\$: 1.82 Tool\$: 0.00 Total\$: 0.00
 Priority:
 Shift:
 Shop: HBO HEATING EQUIPMENT
 Trade: MC1 MECHANIC 1
 Employee:
 Routine Account: 202 MAINTENANCE SERVICE
 Special Acct. 1:
 Special Acct. 2:

Supplies:

 Quantity Item Number Storeroom

 1 1
 1 2

***** Lorton Reformatories of Washington, DC *****